

# PINNER

## HIGH SCHOOL



## TEACHER OF ENGLISH KEY STAGE 5 COORDINATOR

## CANDIDATE INFORMATION PACK 2021/2022

Inspiring Learning

Dear Applicant,

I could not be more excited about Pinner High School, past, present and future. It is brilliant to lead a new project with supportive local schools committed to sharing their expertise in an aspirational and involved community. The future is exceptionally bright. We are celebrating our recent shortlisting for the TES Secondary school of the year award.

I am now looking for more exceptional colleagues who can join me on this journey. Our opening four years were a great success, with very positive feedback from students, staff and parents. They all rated us 'Outstanding' in all categories at the end of our first year. Ofsted rated us 'Outstanding' in all categories in summer 2019. Most important of all, we have happy students who are keen to learn and lead a busy and active secondary school life.

We have strong foundations but you will bring a fresh perspective to our school to lift us to new heights and help us meet new challenges. We have grown quickly to 900 students, but still have some way to go before we reach 1,162 students and complete our complex refurbishment programme. You will need to ensure our students continue to make exceptional levels of progress and receive first class pastoral care, with access to the highest quality enrichment activities: everything that is involved on our school motto 'Inspiring Learning' that makes our school an excellent, inclusive one for the whole community. We are 'Stonewall School Champions', have the Silver Arts Mark and Silver Eco Schools Award. You will need to be proactively supportive of these programmes.

Whilst setting up Pinner High School is immensely rewarding, establishing a new school is certainly challenging. Now open for four years, roles at Pinner High School are demanding and they will expand your professional horizons. You will need to embrace this variety and inspire others to do the same. I call our first group of students the 'Trailblazers', and you will need the same pioneering mindset. I am well aware that no matter how strong the foundations, an organisation is only as good as its people. The Pinner High School that we continue to build together is one where colleagues are valued for the contributions they make to the lives of the young people we serve, and are recognised for the opportunities they provide for our students. Over 900 people have applied to work at the school since it was proposed, and I have exceptionally talented and hardworking colleagues. Continuing Professional Development is a key element of our motto 'Inspiring Learning' as we always strive to be the best we can be. We achieved the Investors in People Health and Wellbeing Award in our first year of opening, and on our recent reaccreditation jumped an extra level to Gold status. New members of staff will share a commitment to a healthy work-life balance.

I am looking for colleagues who embody the Pinner High School Values in everything they do. The 'unfinished' Pinner High School is as exciting a workplace as you can imagine, at the most oversubscribed school in Harrow, in one of London's most brilliant boroughs. Opportunities like this need to be seized.

If Pinner High School sounds like it is right for you, complete the application form in full and submit a personal statement, of no more than two sides of A4. In your personal statement explain why you want to work with us and why you are the best person for the role. Applications must be emailed to [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org). Please include your name and the post you are applying for in the subject line of the email and in the file name with which you save your application.

I look forward to hearing from you.



**Chris Woolf**  
Headteacher

# English Key Stage 5 Coordinator

Reports to: Head of Department  
Start: 1<sup>st</sup> September 2021  
Salary: £29,915 (M1) - £45,766 (UP3)  
TLR: TLR2a; £2,873  
Contract: Permanent, full time  
Closing date: 25<sup>th</sup> February 2021 at 9am  
Interview date: 5<sup>th</sup> March 2021

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students in 2020/21. Its onsite sixth form, for up to 250 students, will admit its first Year 12 students in 2021/22. Pinner High will have its full complement of year groups in 2022/23. There are 12 additional places for students with Autistic Spectrum Disorder. (So the total roll will be 1,162 if all year groups and the ASD places are full). Pinner High School is located on Beaulieu Drive, HA5 1NB. The site is adjacent to the site of Cannon Lane Primary School, which has expanded from 3 forms of entry to 4.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. These high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

While this post is expected to be based predominantly at Pinner High School it may involve work with, and at all schools within, the Trust as the Trust develops.

## INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

### Recruitment and hiring during COVID-19:

Despite the challenges we face, recruitment and hiring will continue for all Harrow Academies Trust vacancies with as little disruption as possible over the coming weeks and months. This is for all senior, teaching and support staff appointments. Applications will still be reviewed and interviews conducted in a timely manner, although interview activities may vary. We will conduct face to face interviews where possible, and will abide by social distancing protocols such as no hand-shaking, using large meeting rooms, for example.

If you have any queries or concerns, please get in touch via [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org)

## JOB DESCRIPTION:

### CORE PURPOSE

To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and well-being, and bring life to the school motto of 'Inspiring Learning'.

### KEY RESPONSIBILITIES

#### Teaching and Learning:

- To effectively teach National and School Curricula within the school's Teaching and Learning Policy;
- To engage teaching methods which bring life to the motto 'Inspiring Learning';
- To provide a calm, friendly, and disciplined teaching environment with positive relationships;
- To provide a stimulating learning environment of high expectation and constant challenge;
- To plan interesting and creative lessons and activities to meet the individual needs of all students;
- To consistently integrate AFL strategies across all platforms;
- To set appropriate homework in line with school policy;
- To make effective and efficient use of Teaching Assistants and class resources to drive the individual learning experience;
- To know and support the personal development of each student with a firm understanding of complex learning needs and the importance of raising achievement among pupils;
- To make effective and efficient use of data systems and SIMS to record pupil progress, behaviour and attainment;
- To mark work, assess, record, track and report pupil progress, using available data;
- To consistently and effectively monitor the progress of students and give clear and constructive written and oral feedback working in partnership with parents;
- To set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships;
- To prioritise student wellbeing working collaboratively with all stakeholders;
- To be a role model consistently demonstrating the school values;

- To enthusiastically participate in the enrichment opportunities of the 'Heads Challenge' programme;
- Develop effective links with the local community in order to extend subject activities, enhance teaching and develop the students' wider understanding;

#### **Developing self and working with others:**

- To work collaboratively with peers to communicate, share best practice with and debate in the best interests of both staff and students;
- To work collaboratively with Inclusion and support teams to further pupil attainment and support;
- To work collaboratively with parents/guardians to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets;
- To contribute and develop schemes of work, resources, teaching and learning strategies;
- To contribute to the development of a range of assessment activities to track student progress;
- To contribute to team review, monitoring and evaluation and the development of working practices;
- To participate, as required, in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school;
- To participate in working groups and ad hoc projects as required;
- To participate in other professional development activities, seek and attend relevant training.

#### **Other Duties and Responsibilities:**

- To be committed to, and promote, the school's vision, aims, objectives and values;
- To be responsible for promoting and safeguarding the welfare of all students;
- To promote positive behaviour and respond appropriately to situations that challenge equality of opportunity;
- To work co-operatively and support the Academy's Professional Review system;
- To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above;
- To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description;
- To have due regard for issues of Health and Safety relating to staff, students and visitors;
- To attend meetings, open evenings and school events as necessary;
- To perform administrative tasks as required.

## **NOTES**

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

## PERSON SPECIFICATION

<b>Education, Qualifications and Training</b>	<b>Essential</b>	<b>How Identified</b>
Good honours degree in relevant subject	Yes	Application
Qualified Teacher status	Yes	Application
<b>Experience</b>	<b>Essential</b>	<b>How Identified</b>
Evidence of teaching at KS3, KS4 and KS5 across the ability range	Yes	Application Interview
Evidence of a solid understanding of curriculum developments in the specific subject area	Yes	Application Interview
Experience of using data to monitor and raise achievement	Yes	Application Interview
Experience of consistent use of AFL techniques	Yes	Application Interview
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>How Identified</b>
Skill and expertise in the effective use of data and the analysis of data	Yes	Application Interview
Ability to use ICT to enhance learning; strong ICT competence	Yes	Application Interview
Ability to personalise learning	Yes	Reference Interview
Ability to inspire and enthuse students across all abilities	Yes	Reference Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes	Application Reference Interview
Ability to meet deadlines with advanced organisational skills	Yes	Application Interview
Demonstrates great communication & interpersonal skills	Yes	Reference Interview
Demonstrates professional conduct and personal integrity	Yes	Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Yes	Reference Interview

Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes	Reference Interview
Demonstrates positive behaviour management skills and an ability to maintain a non-confrontational approach	Yes	Reference Interview
<b>Other Requirements</b>	<b>Essential</b>	<b>How Identified</b>
Enthusiasm, energy and commitment	Yes	Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes	Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes	Application Interview
Evidence of ongoing CPD: A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes	Application Interview
Evidence of working collaboratively in a team	Yes	Application Interview
Self-motivation and a sense of initiative	Yes	Interview
An open and transparent work ethic	Yes	Interview
A flexible and 'can do' attitude	Yes	Interview
Involvement in departmental development	Yes	Reference Interview
A willingness to get involved in extracurricular activity	Yes	Application Interview
A willingness to share in the school's educational vision	Yes	Interview

February 2021