



## **Head of Department (English)**

### **RECRUITMENT INFORMATION PACK**

#### **De Warenne Academy**

Gardens Lane  
Conisbrough  
Doncaster  
DN12 3JY

## RECRUITMENT INFORMATION PACK

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February 2018

Dear Applicant

**Post: Head of Department (English)**

Thank you for your expression of interest in this post. We are seeking to appoint an enthusiastic and hard-working colleague to lead our talented English Department. Being part of Delta Academies Trust means our staff have access to great CPD opportunities, specialist Director support and trust-wide resources as well as superb career progression opportunities due to our commitment to developing emerging leaders.

De Warenne Academy is a rapidly improving school. We have the highest ambitions for all and work closely in partnership with parents and students to ensure every child can fulfil their potential. In summer 2016, we celebrated the best results in the history of the academy, with 61% achieving GCSE passes in maths and English at grades A\*-C, alongside the highest A Level results in Doncaster. This year we focused on raising results across the entire curriculum and we saw GCSE attainment surge to meet similar standards across the vast majority of subjects. We aim to intervene quickly to support students at risk of falling behind and adapt the curriculum to help them. In Key Stage Three, we have nurture groups, ensuring that all students are taught in a supportive environment which meets their needs, enabling them to thrive and make progress.

The academy opened in 2009 and in February 2013 we moved into our new purpose-built, state-of-the-art building. We were involved in the planning from the very beginning and could not be more pleased with the result. The innovative learning zones have bespoke teaching walls and all are equipped with a full class set of wireless laptops. In addition, all teaching rooms have the most up-to-date whiteboard technology installed. The building is fully carpeted and so promotes a calm and purposeful learning environment.

De Warenne Academy is an incredibly vibrant and rewarding place to work, where staff and students know that education is hard work but also fun and enjoyable at the same time. If you take the opportunity to visit the academy you will see the safe, calm and well-organised environment along with the growing pride and rising aspirations very evident in our students.

I am extremely proud to work with such a talented team of students and staff, who work tirelessly to make De Warenne the highly successful and rapidly improving academy that it is today. Should you wish to be part of a team of staff that is hungry to move the academy to the next level then De Warenne is the academy for you. If you feel that you have the skills, qualities, experience, drive and passion to join us on our journey of continued improvement, I very much look forward to receiving your application.

Yours sincerely

**Anna Rooney**  
**Principal**

## Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve. You can find out more details about Delta and our academies at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

## Vision

### *'Changing lives'*

#### Mission Statement

*To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.*

#### Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

## Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the 'Seven Principles of Public Life'
- Promote environmental awareness and protection locally, nationally and globally

## Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

## **The Application Process**

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

Completed applications should be returned to [jobssouth@deltatrust.org.uk](mailto:jobssouth@deltatrust.org.uk) or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

### **Queries**

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



**Head of Department (English)  
Permanent / Full Time  
Leadership Scale L7 – L11 (£45,743 - £50,476 per annum)**

**Required for Easter 2018**

De Warenne Academy serves the communities of Conisbrough and Denaby Main on the Doncaster/Rotherham border. It is a member of the Delta Academy Trust, a network which is a rich source of support in sharing expertise and good practice. The academy has high aspirations for its students and staff and in February 2013 moved into brand new purpose-built state-of-the-art buildings.

We are seeking to appoint an inspirational Head of English to join our academy for Easter 2018.

We are looking for someone with the dedication, vision and drive to lead and inspire our teachers, taking them to the next level.

If you believe you have the experience, vision and drive to take our English Department forward then we would like to hear from you.

Visits to the Academy are warmly welcomed by appointment.

We look forward to you joining our dedicated and supportive team.

**Closing Date: Friday 23<sup>rd</sup> February 2018 at 12 noon**

**Interviews are to be held on Tuesday 27<sup>th</sup> February 2018**

**An application pack can be downloaded from**

**[www.recruitment.deltatrust.org.uk](http://www.recruitment.deltatrust.org.uk)**

**or by contacting our recruitment team on**

**0345 196 0095**

**or email**

**[jobssouth@deltatrust.org.uk](mailto:jobssouth@deltatrust.org.uk)**

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

### Job Description

**Post Title:** Head of Department (English)  
**Grade:** L7 – L11  
**Reporting to:** Principal / Vice Principal

#### **Purpose of the post:**

- Carrying out the professional duties of a teacher as circumstances may require and in accordance with academy policies, under the direction of the Principal.
- Communicating clear purpose and vision to the department.
- Contributing to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- Providing clear, cohesive leadership and direction in department and motivating teaching and support colleagues in developing innovative strategies to enhance the quality of learning, teaching and achievement.
- Ensuring the implementation of the intervention model following every data collection cycle across the department.
- Promoting the achievement of high standards through effective teaching and learning within subject areas, preparation, evaluation and action planning.
- Modelling the vision and values of the academy.
- Implement the department development Plan / SEF to secure continuous improvement and quality outcomes for all students.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems.
- Taking into account and constantly reviewing academy contextual factors and prior attainment when planning and teaching lessons.
- Working in a cross-curricular way to support subjects across the academy in the use of active learning approaches to enrich curriculum and skills delivery.
- Recognising, promoting and celebrating diversity.

#### **Responsible for:**

- Line management of department staff.
- All department resources and budget.
- Supervision and progress of students in allocated classes.
- Supervision of work of any classroom support staff during times they are allocated to classes.

**Develop and sustain DEEP LEADERSHIP across the academy through:**

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor student progress and ensure appropriate intervention is put in place.
- To work with the Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- Maintain departmental tracking data with evidence of intervention and impact.
- Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.

**Develop and sustain DEEP LEARNING across the academy through:**

- To liaise with the Vice Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan.
- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To produce an analysis of data following every data collection cycle to identify students and staff who require intervention and support.
- Devise, implement and monitor SoL to ensure they focus on consistent and effective learning and teaching to produce progression for all, including appropriate differentiation.
- Analyse and interpret data on students' achievement and attainment across the department and identify intervention strategies to improve these.

- Monitor the quality of learning and teaching across the department through the use of observation, work scrutiny, student data and student voice.
- Work to student targets and ensure that the impact of intervention is tracked through a range of strategies.
- Take account and review academy contextual factors and prior attainment when planning and teaching lessons.
- Reflect on the success of teaching strategies, individual lessons and SoL in meeting the needs of students.
- Take part in coaching and mentoring programmes to support colleagues and develop own practice.
- Strive for outstanding lessons across the department.
- Provide good quality assessment using formative and summative methods in conjunction with the academy's AfL policy.

**Develop and sustain DEEP EXPERIENCE across the academy through:**

- To ensure all staff feel confident in the accurate assessment of students' progress through departmental moderation procedures.
- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Development Plan.
- To disseminate information from HoD meetings.
- To ensure effective communication / consultation as appropriate with the parents of students.
- To liaise with partner schools / academies, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Develop communications and training with staff in department methodology.
- Take responsibility for co-ordination, planning and execution of immersion days.
- Adapt lessons and identify next steps in response to evaluation of student progress.
- Set effective homework and extension work to encourage and enliven student learning.
- Ensure differentiation and personalisation of learning for all students.
- Co-ordinate displays with regards to events, opportunities and work which promote the department / academy.

**Develop and sustain DEEP SUPPORT across the academy through:**

- To secure accurate assessments are made for all students and that standardisation is undertaken across the department.
- To ensure that the intervention model is implemented across the department.
- To ensure that targeted intervention is put in place for all students who are not predicted to achieve their target grade.

- To comply with the academy's safeguarding procedures and to report concerns to the Designated Child Protection Officer.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place.
- Take the leading role in upholding standards of behaviour and classroom management within the classroom and the academy environment.
- Through the role, develop systems which address the social health of students to raise standards.
- Promote the consistent and fair use of the consequences system within the classroom and the academy environment.
- Be the first line of contact for parents and carers concerns with regard to their child's performance and well-being.
- Perform the duties of a Vertical Mentor Tutor if required, including the provision of impartial information, advice and guidance for students.
- Ensure that the department supports the academy's implementation of all current statutory requirements e.g. SEN, Child Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the postholder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document.

Postholders will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in the job description.

## Person Specification Head of Department (English)

<b>Strategic Leadership of the Department</b>	<b>Ess</b>	<b>Des</b>
<b>Qualifications</b>		
A good honours degree in English	*	
A teaching qualification together with Qualified Teacher Status (QTS)	*	
Hold AST or Excellent Teacher Status		*
<b>Knowledge</b>		
A good understanding of curriculum developments in English	*	
Understanding of use of data to assess and inform teaching and learning	*	
<b>Key skills and awareness</b>		
Developments in education at local, national and global levels		*
Models of effective leadership and organisational structures		*
New technologies and their potential impact	*	
Strategic planning processes, tools and techniques	*	
Ways of achieving stakeholder and community engagement		*
Leading change, creativity and innovation	*	
Ways of achieving social inclusion, diversity and access		*
<b>Leading Teaching and Learning</b>		
Experience of delivering curriculum at KS3, KS4 and KS5	*	
Excellent classroom practitioner that can model best practice	*	
Curriculum design and management		*
Principles of quality learning, teaching and assessment incl. Academy review and self-evaluation	*	
Ways of applying effective practice and research evidence to improve outcomes	*	
Use of external support and expertise	*	
Behaviour and attendance management	*	
New technologies to support learning and teaching	*	

Political impact of external, community or family factors on learning		*
Strategies for improving outcomes and achieving excellence for all	*	
Tools for data collection and analysis	*	
<b>Leading the Organisation</b>		
Legal issues relating to leading and managing an Academy, derived from all relevant statutory and regulatory frameworks		*
Strategic financial planning, budget management and principles of best value		*
Organisational development, planning and implementing change		*
Employment market, effective recruitment, deployment and management of staff		*
Technology to enhance organisational effectiveness		*
Strategies to maximise contributions from the whole workforce		*
Accountability frameworks		*
Project management techniques		*
<b>Leading People</b>		
Significance of interpersonal relationships, including impact on teacher performance and student learning	*	
Performance management, continuous professional development and sustained Academy improvement	*	
Building motivation, including the importance of celebrating achievement	*	
Building and sustaining a learning community within a diverse workforce	*	
Own performance, ways of obtaining feedback and how to improve	*	
Support and development systems for individuals and teams	*	
<b>Strategic Leadership of Department</b>		
Developments in education at local, national and global levels		*
Extended service provision, commissioning and contracting		*
Diversity and community cohesion issues		*
Collaboration and partnership working (including Academy, home, community and business partnerships)		*
Wider curriculum beyond the Academy and opportunities it provides		*
<b>Other Characteristics</b>		

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Willingness to undertake coaching with a small group of students	*	
The post holder will require an enhanced DBS	*	

## ACADEMY'S STATISTICS PAGE

Academy Facts and Statistics		
Type of School	Secondary	
Age Range	11-18	
Location	Conisbrough, Doncaster	
Denomination	Non-denominational	
Co-educational or single sex	Co-educational	
Number of students on roll	686	
No of students in 6 <sup>th</sup> Form	58	
Attendance	93.1% (2016/17)	
Date school established	September 2009	
Number of teaching staff	45	
Number of associate staff	36	
% of students on free school meals	47% Y7 – Y11	
% of students with SEND - statemented	11.3%	
% of students with EAL	1.3%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics) Basics 4+	2015	40%
	2016	53%
	2017	54%