

Shevington High School

Second in Faculty English

Application Pack



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WELCOME TO OUR SCHOOL

Message from the Headteacher Mr Grant

Shevington is a fantastic school with a well-deserved reputation for educational innovation and standards. In 2022 Shevington was judged by Ofsted to be a Good school. But more importantly, our students are happy, they feel they belong here, they feel safe and achieve many successes in all kinds of fields - we are immensely proud of them! Staff and students nurture wonderful relationships that help students to achieve.

At Shevington, we seek to work with students and parents to ensure that each individual achieves their full potential. We want all our students to feel challenged, but supported. Our aim is to guide all students so that they gain qualifications, life experiences and the tools to prosper beyond Penrice.

School should be about opportunities, new experiences and special memories!

Why Work at Shevington ?

Shevington High is a fast-paced, driven and forward-thinking school, with a determination to give our students the best possible life chances. We have the highest expectations of our students' behaviour, engagement and academic outcomes. Our students come to school ready and excited to learn.

We have a unique learning approach at Shevington. We have developed a curriculum and learning approach (SAIL) that enables the students to develop agency and ownership of their learning. We also use technology to enhance the learning experience through Google Classroom and all students use devices in lessons.

Our enthusiastic and dedicated team of teaching staff, support staff, leadership staff and our trainees come together every day of the academic year with one collective goal; to help every one of our students enjoy, thrive and flourish at their school.

Our Students

The opportunities on offer at Shevington are incredible; multiple sports teams, annual drama productions, music celebrations. All students have the chance to take part, whatever their level. We also offer trips abroad to France, Spain and China to help the learning of a modern language, London to soak up the cosmopolitan culture or opportunities to go Skiing, snowboarding or, closer to home, participate in the Duke of Edinburgh's award and explore our beautiful county.

We believe this balance of academic study and life experience is integral to getting the most out of school.

Our Staff

Our teachers, support staff and governors play a huge part in our community here at Shevington High School. Each and every one of them helps in daily support, encouragement, teaching and development of each and every one of our students.

Investing in Your Career Development

Shevington High School is committed to developing all staff and providing career opportunities and pathways. It is vital that we encourage staff to be reflective and then assist them in becoming outstanding practitioners. We are a Global Laboratory School and work within an network of schools nationally and internationally.

Staff have a CPD Profile that links closely to appraisal, all teachers conduct Action Research , have a focus on the Shevington Teaching Framework and participate staff coaching.

We also provides extensive opportunities for non-teaching staff such as training in SIMS, IT, Child Protection, First Aid and many, many more. We want to be an outstanding employer.

We are looking to appoint talented individuals who can build on our current success and support our ambitious vision for the future. If you are interested in joining our team please submit an application.

We look forward to hearing from you



Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.



Pupils work hard and take advantage of the many opportunities offered to them by the leaders and teachers

Pupils are polite and respectful towards each other and adults



In lessons, pupils listen, join in enthusiastically when invited by the teacher and concentrate thoroughly on their work

Pupils' behaviour matches the high expectations of their teacher

Pupils are proud to be part of this welcoming community



Second in Faculty English Department

Required from: September 2024

Salary: Teacher Pay Scale + TLR2b

Closing date: 17th May 2024 12noon

Interviews: TBC

Shevington High School is a successful and popular 11-16 community school seeking to appoint a 2nd in the Faculty of English. The post offers a fantastic opportunity for an experienced, progress driven and adaptable teacher looking for progression and development into this middle leadership role.

The English, Film Studies and Media Faculty is a hub of excellence at the heart of a thriving school. There is collegiate ethos within the faculty which secures progress and excellent attainment for our pupils based on individual starting points on entry. As a team, we work hard to inspire and promote a love of learning in all our pupils, as well as ensuring that all pupils have mastered the varying communication skills through English, Film Studies and Media that they will need for the future. We obtain this by supporting the students to believe that challenging goals are achievable with personal commitment.

This exciting opportunity in our current team has arisen due to promotions within the team and a need to expand staffing in line with the increased pupils in school. For this role we are seeking someone who has a desire to explore enquiry style questions that allow us to research new developments in pedagogy and explore an innovative approach to teaching which will strengthen our blended learning strategy.

We look forward to hearing from applicants who feel they can complement and enhance the team and the learning experiences that we currently offer.

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

(As part of the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2023).

Application forms to be returned to Mrs L Thompson lthompson@shevingtonhigh.org.uk



Job Description

Second in Faculty- English- TLR2b

Job purpose:	<p>Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>To be read in conjunction with the Job Description for MPS.</p> <p>Contribute to raising standards of student attainment and achievement within the department and monitor and support student progress.</p> <p>Be accountable for student progress and development within the department.</p> <p>Develop and enhance the teaching practice of others.</p> <p>Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's aims and curricular policies.</p> <p>Be accountable for leading, managing and developing the department, or aspects of the department.</p> <p>Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</p>
Reporting to:	The Headteacher / SLT Liaison/ Senior Middle Leader
Liaising with:	Headteacher, SLT, teachers and support staff, LA representatives, external agencies and parent/carers
Responsible for - Staff	Responsible for –teaching staff and support staff within the department
Salary:	Teacher Pay Scale plus TLR 2b
Working Hours	195 days as specified in the STPCD Full Time
Disclosure level:	Enhanced

Teaching

- To raise standards of student achievement.
- To foster enjoyment and satisfaction in the subject by guaranteeing a variety of learning experiences that are relevant, motivating and challenging.
- To ensure student entitlement to the National Curriculum in the subject.
- To foster the morale, confidence and competence of all staff who teach or assist in lessons by ensuring their active involvement and access to effective training and development.
- Ensure that ICT, Reading, Writing, Communication and Maths, and Social, Moral, Cultural and Spiritual developments are reflected in the teaching of all staff in the department.
- Monitor and ensure a high quality learning experience for students which meets internal and external quality standards.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures, including marking of work.
- Undertake an appropriate programme of teaching in accordance with the duties of a subject leader.

Strategic/ Operational Planning

- Lead the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Lead the curriculum area and department's improvement plan and its implementation.
- Plan and prepare courses and lessons that reflect the abilities and needs of the students.
- Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Monitor and analyse the assessment, recording and reporting of progress, development and attainment of students, by all teachers in the department and to keep records as required.
- Implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH.
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- Monitor actively and follow up student progress, including progress towards Shevington targets and monitoring 3 levels of progress.
- To track the performance of students within and across key stages; or within a specified key stage, using Fischer Family Trust estimated outcomes and Shevington Targets.
- To identify underperforming students and to ensure that appropriate intervention is planned, delivered, monitored and evaluated.
- To contribute to the development of the use of screening data collected and examination data, producing reports for the Department and Senior Leadership Team.
- To manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, School Improvement Plan/Faculty Improvement Plan and the aims and objectives of the school.
- Link with other Middle Leaders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.

Curriculum Provision

- Lead aspects of curriculum development for the whole department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- Lead the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.
- Liaise with the Deputy/Assistant Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements School Self Evaluation and the School Improvement Plan.
- Be accountable for the development and delivery of the subject area.
- Keep up to date with national developments in the subject area and teaching practice and methodology and share this good practice within the department.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the Senior Middle Leader/SLT to maintain accreditation with the relevant examination and validating bodies.
- Ensure that students are accurately taught examination body syllabi.
- Ensure that the development of the subject is in line with national developments.

Staffing

- Work with the Senior Middle Leader/SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Be responsible for the efficient and effective deployment of the department's staff.
- 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 within the department.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the school's ITT/GTP programme when requested.
- Be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance

- Ensure the effective operation of quality control systems.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school and department.
- Establish the process of the setting of targets within the department and to work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department.
- Contribute to the school procedures for staff absence.
- Implement school quality procedures and to ensure adherence to those within the department.
- Monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. Seek/implement modification and improvement where required.
- Ensure that the department's quality procedures meet the requirements of self evaluation and the Strategic Plan.
- Contribute to the school procedures for Managing Staff Absence.

Management

- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the department.
- Produce reports on examination performance.
- In conjunction with the Senior Middle Leader, manage the department's collection of data.
- Provide the Governing Body with relevant information relating to the departmental performance and development.
- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- Work with the Senior Middle Leader in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

Communication and Liaison

- Ensure that all members of the department are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents/carers of students.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Represent the department's views and interests.
- Contribute to the planning and delivery of school liaison activities.
- Lead the development of effective subject links with partner schools (secondary and primary) and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- Promote actively the development of effective subject links with external agencies.

Care and Guidance

- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Apply the school's behaviour management systems so that effective learning can take place.
- Monitor and support the overall progress and development of students within the department.

- Ensure the behaviour management system is implemented in the department so that effective learning can take place.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

(Teacher)

Signed

(Headteacher)

Dated

Dated

Person Specification / Selection Criteria

Second in Faculty TLR 2b

Selection Criteria	Essential	Source Source A = Application I = Interview R = References T = Task/Observation
Qualifications		
Qualified Teacher status with a good honours subject degree	✓	A
Evidence of recent continued personal and professional development	✓	A
Experience		
Proven ability with students across the secondary age range including GCSE	✓	A R
Recent proven experience in raising students' attainment	✓	A R I
Leadership Skills and Role		
A passion for learning and an outstanding teacher	✓	A R I
Secure commitment to a clear vision for the department and the school	✓	A R I

Ability to match children's needs in terms of curriculum, spiritual, personal and social development	✓	A R
Understanding and awareness of current educational developments and the implications of relevant educational legislation	✓	A
Experience of the establishment and development of successful policies and procedures	✓	A R I
Motivate and inspire students, staff, parents, governors and the wider community	✓	A R I
Communicate effectively, orally and in writing for a range of audiences and purposes	✓	A R I
Excellent ICT skills	✓	A R I
Capacity to lead a department team to improve the quality of teaching and learning in the subject area	✓	A
Initiate and manage strategic and continued improvement	✓	A I
Prioritise, plan, organise and evaluate the work of the subject and school	✓	A I
Direct and co-ordinate the work of others, devolving responsibilities and delegating tasks	✓	A
Analyse student progress data to initiate student intervention	✓	R I
Achieved significant impact in current role	✓	A R I
Capability to assist in effectively:		
Selective deployment and development of staff within the department	✓	A
Deploying resources and financial management	✓	A
Developing the school reputation and role in the community	✓	A
Planning and delivering training and development activities with the department	✓	A
Accurate National Curriculum assessment, recording and reporting	✓	A
Corporate Responsibility		
Commitment to comply with the school's policies	✓	A R
Commitment to continue personal development in relevant area	✓	A
Commitment to participate in the staff review and development process	✓	A R
Commitment to raising standards for all staff and students	✓	A I
Commitment to equal opportunities and inclusion	✓	A I
Commitment to participation in the full life of the school	✓	A
Personal Qualities		
Communicate effectively, orally and in writing for a range of audiences and purposes	✓	A I
Tact and a sense of humour	✓	I
Resilience	✓	R I
Deal sensitively with people and resolve conflicts	✓	R I
Ability to get the best out of people	✓	R I
High levels of motivation and commitment	✓	A R I
Ability to work under pressure and meet deadlines	✓	A R I
Achieve challenging professional goals	✓	A
Application		
Accurate completion of school application form	✓	A
Letter which addresses person specification, evidence in letter and application	✓	A
Technically accurate in terms of spelling, punctuation and grammar	✓	A
Legally entitled to work in the UK	✓	A

