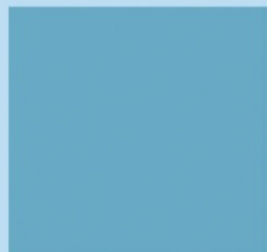




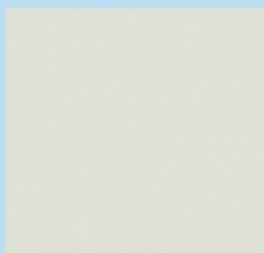
JARROW SCHOOL



Excellence in Education



English Faculty Leader



Jarrow School, Field Terrace, Jarrow, NE32 5PR
Tel: 0191 4283200
www.jarrowschool.com

01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



02. Job Description

POST TITLE: Faculty Leader TLR1a
RESPONSIBLE TO: Head Teacher
RESPONSIBLE FOR: Leadership and Management of the English Faculty

The Faculty Leader will be assisted by the Assistant Faculty Leader in the execution of the role.

Overall Objectives of the Post:

The overall objectives of the Post are as follows:

A] Leadership

The Faculty Leader holds a key post of major responsibility in the leadership and management of the school. The Head sees the Faculty Leader as the expert in her/his area and she/he is dependent upon the Faculty Leader for advice and leadership of the area team.

It is crucial to the development of the school that she/he makes a major input into the formulation of policy of the school at all levels, specifically through meetings, planning teams, working groups, etc.

The Faculty Leader shares responsibility for the implementation of whole school policies and is responsible for their application in the subject areas within the faculty.

B] Communication

The Head recognises that the Faculty Leader is at the centre of a complex network of relationships. She/he is expected to meet the area regularly to debate issues, develop policy and promote a sense of unity in the work of the area. She/he will provide a framework for communication and consultation to ensure that every teacher enjoys the esteem of having an input into the work and running of the area. The work of the area must be related to that of other areas and to that of the whole school and should be promoted to students, parents, Governors, etc.

More specifically the English Leader's responsibilities are as follows:

1] Curriculum

- a) To liaise with the SLT link and then specify the policy and aims of the courses in the area, planning for the whole range of students' learning experiences in the context of the school's aims, objectives and policies.
- b) To embody this in a Faculty handbook. This handbook will include specific methodologies and policies related to the Faculty.
- c) Delegate and co-ordinate the production and delivery of lesson plans according to school policy.

03.

Job Description Continued

- d) To oversee all proposed schemes of work to be agreed with the School Leadership. Review and revision will be ongoing.
- e) To oversee and monitor the work of the Faculty in its delivery of the curriculum. To evaluate the success of the Faculty and establish priorities. To ensure that high standards are set and maintained across the age and ability range including the quality of marking, homework, reporting, etc.
- f) To review the work of the Faculty. To prepare area reports for the Head Teacher and Governors in order to consider the progress, needs and targets to be set in the area. To embody these in a Faculty Improvement Plan and to regularly review this Plan at regular meetings with all staff within the Faculty.
- g) To consider the role of the Faculty in inter-disciplinary, cross-curricular work and the broader needs of the curriculum including educational trips and visits.
- h) To have oversight of all examination courses across the Faculty and liaise with the school's Examinations Officer concerning public examinations.
- i) To develop effective liaison with institutions outside school, where appropriate, including: local primaries; further education; industry; parents; careers service; et al.
- j) Health and safety across the Faculty.

2] Resources

- a) To oversee the deployment and safeguarding of Faculty resources in the most effective way to maximise the effectiveness of teaching across the Faculty.
- b) To oversee stock control and distribution systems.
- c) To oversee the management and safeguarding of the furniture and fabric of rooms, which are entirely, or largely, within the control of the Faculty with due regard for the health and safety of staff and students.
- d) To oversee bids for capitation within the financial allocation for the Faculty. To justify the provision of resources, apparatus, equipment, furniture, etc. and to advise on accommodation and timetabling needs where appropriate.
- e) To liaise with the IT management team with regard to IT provision and associated resources.
- f) To produce, evaluate and select appropriate learning materials, give guidance on their effective utilisation and ensure ease of access for all staff within the Faculty.
- g) To create a stimulating, attractive working environment across the Faculty areas.

3] Staff

- a) To set an impeccable example in punctuality, energy and effectiveness as a teacher and to consult colleagues in the decision making of the area.
- b) To promote a sense of unity within the Faculty, ensuring that staff are well informed and working to a common purpose.

04.

Job Description Continued

- c) To keep abreast of current thinking and new developments in the subject area and provide the means for these to filter into the Faculty.
- d) To assist with the appointment and induction of new staff, not only full-time staff, but also occasional and part-time staff and ECTs. To advise, guide and monitor their progress as necessary.
- e) To consider and facilitate career development with Faculty staff and promote in-service training according to the identified needs of staff.
- f) To implement school, LA and national policies on Appraisal. The Faculty's training needs therefore have a clear and specific focus and are explicitly linked to Faculty, and School objectives in respective plans.
- g) To establish clear lines of delegation of the Faculty's responsibilities according to the responsibility allowances, experience and strengths of staff.
- h) In consultation with School Leadership, to allocate teachers to classes in accordance with school policy on staff deployment.
- i) To hold Faculty meetings, where appropriate, with agendas and minutes.
- j) To represent the Faculty at various meetings e.g. whole school Faculty Leaders' meetings and Senior Leadership Meetings and to input into school policy.
- k) To ensure that quality work is readily available for supply/cover staff in the event of an unforeseen absence.

4] Students

- a) To oversee and monitor everything taught to every student in the Faculty.
- b) To ensure that the highest attainable standards are set, that students give of their best, that difficulties are discussed amongst Faculty staff and with tutors and Heads of Year.
- c) To be the next point of teacher referral in matters of student guidance, discipline and safeguarding in association with colleagues who have special responsibilities in these fields.
- d) To ensure that reports, assessments, examinations - both internal and external - are conducted punctiliously and results communicated to parents.
- e) To maintain effective student records, which reflect the demands of the National Curriculum and ensure that students with special needs are provided for.
- f) To monitor student progress by observing students at work and by completing a regular scrutiny of work across the Faculty.
- g) To organise students into appropriate teaching groups in line with school policy.
- h) To ensure that students in years 9 and 11 make informed choices and receive the benefit of Faculty Area guidance about careers, further and higher education.
- i) To foster the development and organisation of out-of-classroom activities associated with the Faculty e.g. fieldwork, extra-curricular activities, visits, etc. when appropriate.
- j) Responsibility for standards - assessment and assessment for learning.
- k) Monitoring and evaluating the quality of teaching and learning across the area.

05.

Job Description Continued

5] General Duties

- a) To undertake additional duties where and when appropriate.
- b) To participate in the walkabout rota across the school if required.
- c) To lead assemblies where and when appropriate.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

6] NB

This is a job description only and not necessarily a comprehensive definition of the post. As such, it is subject to review.

06. Person Specification

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> ▪ Relevant degree (or equivalent) ▪ Qualified Teacher Status 	<ul style="list-style-type: none"> ▪ Higher qualification (or working towards higher qualification) in education and/or leadership and management ▪ Qualification in leadership/management 	<ul style="list-style-type: none"> ▪ Application form ▪ Certificates
Work Experience	<ul style="list-style-type: none"> ▪ Proven track record of raising educational standards ▪ Relevant teaching experience at KS3 and KS4 ▪ Some leadership/management experience 	<ul style="list-style-type: none"> ▪ Experience of delivering whole school INSET ▪ Significant leadership/management experience 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ Letter ▪ References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> ▪ Ability to lead and manage a team of teachers and support staff ▪ Relevant subject knowledge to at least GCSE level ▪ Ability to manage and analyse data ▪ Excellent communication skills: oral, written and presentational ▪ Ability to use ICT effectively for classroom teaching and in the production of teaching and learning resources ▪ Excellent organisational skills ▪ Ability to work to deadlines ▪ Knowledge of teaching and learning strategies to raise achievement ▪ Excellent classroom management skills 	<ul style="list-style-type: none"> ▪ Ability to establish and maintain links with external partners/agencies ▪ Experience in liaison between primary and secondary schools 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ Letter ▪ References ▪ Lesson observation

07. Person Specification Continued

	Essential	Desirable	Method of Assessment
Disposition	<ul style="list-style-type: none"> ▪ Calm and able to work in busy environments and to short deadlines ▪ Reliable, resilient, motivated ▪ Able to prioritise ▪ Innovative ▪ Ability to support other staff ▪ Disposed to undertake professional development 		<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Letter ▪ References ▪ Lesson observation
Special Requirements	<ul style="list-style-type: none"> ▪ A well-informed vision of the development of the Faculty ▪ Ability and willingness to contribute to intervention sessions/extra-curricular activities ▪ Enhanced DBS clearance 		<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ Letter ▪ DBS check

08. How to Apply

How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

Noon on Friday 27 September 2024

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.