



WIRRAL GRAMMAR SCHOOL

A Business and Enterprise School for Boys



Application information for the post of
Head of English
Full-time appointment for September 2019

*"The school has taught me so much about myself and really motivated me.
Thank you for all the opportunities you have given me." **Former student***



Erasmus+



National
Standard
for Enterprise
Education

Dear Applicant

Head of English
Full time appointment
Required for September 2019
Salary: Main Scale + TLR1c

Thank you for your interest in the above post at Wirral Grammar School for Boys.

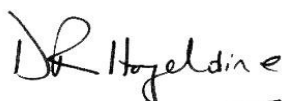
Wirral Grammar School is a great place to work in. Our pupils are keen and there is a strong sense of collegiality and support among the staff. We place an equal emphasis on academic achievement and extra-curricular activity, all of which can be justifiably described as 'outstanding'.

Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The closing date for applications is **Friday 26th April 2019 at 12 noon**. Completed applications should be emailed with **all accompanying documentation** to Mrs Tanya Fry, Headteacher's PA at tfry@wirralgrammarboys.com (please refer to the **application process** at the end of this document).
Interviews will be held on Thursday 2nd May 2019.

I wish you well in your application.

Yours sincerely



D R Hazeldine
Headteacher

Required for September 2019

Head of English

Salary Scale: Main Scale + TLR1c

Responsible to: Senior Deputy Headteacher for Curriculum and Standards via a Leadership Link

Context

This is an opportunity for an experienced and enthusiastic teacher of English to lead an already successful department on to even greater achievement. He or she will be expected to enhance the profile and enjoyment of English amongst both those who take the subject and the wider School community. The successful candidate will be expected to teach and lead across the full 11 to 18 range to Advanced Level. Full commitment to leading and developing the Department's intervention and enrichment programme is essential.

This post is being advertised following Mrs Davies' promotion to Assistant Headteacher within our school.

School Background

Wirral Grammar School is a selective 11 to 18 Business and Enterprise School for Boys. The school is situated on the Wirral peninsula in the village of Bebington, one mile from junction 4 on the M53. Our school is very popular and oversubscribed.

Over the last few years, significant capital investment has taken place resulting in a combination of new buildings and refurbishment. We place a great emphasis on providing specialist teaching to pupils in all year groups and departments are suited around the school. We have retained our specialist focus on Business and Enterprise and this is reflected in the culture across the school and most notably in the area of charity fundraising. Examination results are typically high and on the former A* to G GCSE scale this school would typically achieve in the order of 95% and 100% A* to C including English and Mathematics with approximately 30% of all grades at A*/A standard (new 7 to 9). High numbers of pupils achieve top grades which is to be expected given the selective intake. The majority of pupils stay on into the Sixth Form and the vast majority are successful in securing their preferred choice of University and course. The school converted to Academy status from 1st September 2011 and we believe that the added flexibility will be to the benefit of our students. In recent years we have invested in our ICT infrastructure and this provides networked access to every classroom, together with digital projection and smart screens in all areas of the school.

We place an emphasis on professional development and we have established a strong commitment to collaboration and in-house support. Wirral Grammar School is well respected in its community and parent surveys reflect a high degree of satisfaction and confidence in the school. Parent surveys for the last academic year can be accessed through the 'Parent' link on the home page of our website.

Further details about our school can be found at our website: www.wirralgrammarboys.com

The English Department

The English Department is both creative and progressive, using a range of innovative teaching styles to enhance the learning environment. This highly successful department is staffed by six full time members of staff who work with passion and dedication to ensure that all students progress and develop their skills to become enthusiastic readers and writers.

At Key Stage 3, we encourage students to become independent communicators. We study a range of contemporary and pre-1914 literature and practice writing for a wide range of different audiences and purposes. Students are also encouraged to deliver talks and work in groups to develop their own confidence in public speaking.

We pride ourselves in developing schemes of work which stimulate the interests of our boys, studying texts such as 'The Devil Walks', 'Woman in Black', 'Beowulf' and writing murder mysteries and adventures. We also use a range of multimedia in lessons to engage learners.

At Key Stage 4, all pupils follow the AQA English Language and Literature GCSE course. Pupils study a range of texts including 'Jekyll and Hyde', 'Macbeth', 'Animal Farm', 'History Boys' alongside conflict poetry. We also aim to develop pupil's creative and opinionated writing through class activities and lunchtime clubs to enrich their enjoyment of the subject. Last year 98% of pupils achieved 9-4 in English Language, with 32% of pupils gaining 9-7 grades, whilst 95% attained Level 9-4 in English Literature.

In terms of progress, pupils achieve broadly in line with expectation which, in Progress 8 terms, is deemed to be 'average'.

We offer both AQA A Level Language and Literature at A Level and value added results have been consistently outstanding at this Level. The Department pride themselves on the level of individual support they provide to students at A Level. The successful candidate would be expected to have the ability to teach up to Advanced Level and manage the course requirements for both qualifications.

As a department, we have a suite of six rooms and work closely together to constantly develop our pedagogy and practice. In addition, we also organise a wide range of extra-curricular activities both within and outside school.

Beyond the classroom, the Department run a range of clubs, enrichment and intervention clubs including: revision support; paired reading and various writing competitions. The Department also run a variety of trips each year including evening and weekend theatre trips.

In the wider school, drama is primarily taught through enrichment activities such as the lower school Drama Club and highly acclaimed senior production. **It is essential that applicants commit to the extra-curricular life of the Department including the running of clubs and other enrichment opportunities.**

The English Department is a highly creative department who pride themselves on using co-operative learning structures to engage and enthuse learners; using effective assessment for learning to ensure pupils progress rapidly in a positive, supportive environment. The successful candidate would take over the Department at a key time of curriculum review and revision as we reflect on the progression of our curriculum from Key Stage 3 to 5. We welcome applications from candidates who can promote this vision.

Core purposes of this role

The core purposes are:

- Having responsibility for standards of achievement and academic welfare of students.
- Leading the English Department and ensuring that Schemes of Work are in place for all year groups.
- Monitoring standards of teaching and assessment with the department.
- Ensuring that approaches to formative and summative assessment are rigorous and provide pupils with timely feedback.
- Developing and providing resource materials appropriate for the needs of the students who you teach.
- Applying and managing the assessment, target-setting and monitoring arrangements that are required by all members of staff.
- Ensuring appropriate and tailored intervention and support arrangements are in place to enable each pupil to achieve his target grades so that individual progress is maintained.
- Ensuring that the conduct of pupils in and around the English Department is of the highest order.
- Leading on opportunities for the extra curricular provision of English through the organisation of clubs, events and activities.
- Ensuring the classroom environments across the Department enhance the students learning environment.
- Having responsibility for management of the appraisal process for colleagues in the Department.
- Supporting staff in the Department through either subject specific CPD or direction onto suitable external CPD.
- Being up-to-date with changes to English teaching, pedagogy and practice to develop high impact Schemes of Work and enhance attainment.

Skills and competencies required

- A well-qualified English Graduate
- An individual who is passionate about English and literacy skills, promoting enthusiasm for and interest in the subject
- Experience of having taught across the full 11 to 18 age-range and across the full secondary school ability range.
- Previous leadership experience either of a Department or within a Department (for example, a Key Stage or specific courses). (Desirable but not essential).
- Experience of working with Exam Boards either as a marker/moderator. (Desirable but not essential)
- Experience of all-ability teaching with a particular awareness of the needs of able students
- A competent level of ICT proficiency and the ability to use ICT in your teaching
- Ability to lead and to work within a team of well-qualified and highly professional individuals
- A keen eye for data; being able to use performance data to inform intervention and planning
- Familiarity with the use of target-setting data to maximise student achievement
- Engagement in department monitoring activities: work scrutiny, peer observation, pupil surveys etc.
- A commitment to contribute to 'whole school' teaching and learning developments through the sharing of practice

What we are able to offer

- A high level of professional support with access to training where required and induction at both Department and School levels.
- A well-resourced Department
- An in-house CPD programme that encourages professional development.
- An ICT rich environment

Safeguarding Children

Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.

Application process:

The closing date is **Friday 26th April 2019 at 12 noon**

In your application you should include the following:

- The completed Wirral Grammar School application form
- The completed WGSB Self Disclosure Form
- A letter of application in which you address the following using each as a separate section:
 - My experience and its relevance to this post.
 - Why you consider this post to be right for me.
 - My approach to leadership
 - How you would ensure students' attainment is maximised.
 - What your priorities would be if appointed.
 - The impact you would have made by the end of my first year.

Successful shortlisted candidates will be invited to interview on Thursday 2nd May 2019. If you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

The interview day itself will be a blend of informal meetings, a lesson observation and formal interview. For those candidates who are called for interview, it is not our policy to keep you behind until final notification. All candidates will be telephoned and informed of the decision. Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications **together with all supporting documentation (as indicated in the application process above)** **should be emailed to tfry@wirralgrammarboys.com**

Application Check-list

- Wirral Grammar School application completed
- Letter of Application (including sections specified above)
- WGSB Self Disclosure Form

Full Job Description (Subject Leader)

Job Title	Subject Leader: Head of English: Main Scale + TLR 1c
Jobholder reports to	Deputy Headteacher
Liaise with:	DHT/AHT, SENCO, teaching and non-teaching staff, Parents/Carers, external agencies /professionals
Accountability:	The Head of English will be accountable to the Senior Deputy Headteacher who is responsible for Curriculum and Standards and this will be through a Leadership Team Link. They will work closely with senior leaders, other middle leaders and teaching staff to raise standards in English and ensure the impact of teaching and learning on outcomes and school improvement.

Main responsibilities

Leadership Responsibilities

Achieved through:

- Upholding the values and aims of the school
- Leading and developing high quality teaching and learning across the department
- Modelling to other colleagues what high impact teaching looks like
- Developing high quality assessment for learning practice and ensuring this is common practice across the department
- Establishing innovative working practice across the department using evidence based research to support new initiatives
- Working closely with other specialists and middle leaders to ensure the quality assurance of standards in teaching and learning at a whole school level
- Ensuring that curriculum provision is broad and balanced and relevant in supporting outstanding outcomes in English
- Working alongside LT and middle leaders on the self-evaluation processes, identifying strengths and areas for improvement in English
- Working alongside LT and other middle leaders on improvement planning for English, identifying and prioritising needs across the department in support of securing whole school improvement
- Leading professional development strategies across the department to secure outstanding outcomes
- To mentor NQTs and support teachers new to the school and provide specific support within the department as appropriate
- Developing effective working partnerships within the department and actively share good practice across other areas and at a whole school level where appropriate
- Supporting other middle leaders and to deputise for senior leaders as appropriate
- Ensuring that policies determined to Governors and the Headteacher of the school are reflected in the practice in the department
- Actively work alongside senior leaders and other middle leaders to raise standards and secure high levels of attainment in English
- Actively working alongside LT in monitoring and tracking pupil progress through highly effective systems and data analysis
- Actively work alongside LT ensuring that the performance of pupils is in line with national trends and ensuring that students meet their potential
- Ensuring that high-quality extra-curricular provision provides additional opportunities for pupils of all abilities to extend their learning beyond the classroom
- Working with pupils in a courteous, caring and responsible manner at all times and to model high professional standards
- Working with other professionals and to present oneself in an appropriate manner that upholds the values and enhances the reputation of the school

Operational/Strategic Planning

Achieved through:

- Leading the development of teaching and learning strategies, appropriate schemes of work, resources and assessment in English
- Leading the monitoring and tracking of pupil progress and the provision of appropriate intervention to ensure high student outcomes
- Leading the implementation of school policies and procedures to ensure that practice reflects policy across the department

- Leading the strategic planning across the department including department review and action planning ensuring the explicit focus is on raising standards to secure outstanding outcomes
- Working collaboratively with colleagues across the department to ensure the needs of the students are met through focusing on key priorities which have coherence and relevance in supporting objectives of the school for improvement
- Ensuring that excellent standards in pupil behaviour are maintained and that the School's Behaviour Policy is implemented consistently in the department

Curriculum Provision

Achieved through:

- Liaising with DHT (curriculum and standards) to ensure the delivery of an appropriate and highly effective English curriculum, which complements the school's strategic objectives to secure outstanding outcomes

Curriculum Development

Achieved through:

- Actively monitoring developments at a national, regional and local level and responding appropriately to new initiatives
- Supporting curriculum development within the department in response to developments nationally, regionally and locally to ensure the best English provision that meets the needs of the students in this school
- Maintaining a healthy awareness of developments in English, Teaching & Learning and pedagogy
- Liaising with LT to ensure that the choice of examination specification at KS4 and 5 is the most appropriate in securing outstanding outcomes
- Liaising with LT ensuring that links between curriculum provision and assessment of pupil progress are explicit to secure outstanding outcomes

Staff Development

Achieved through:

- Working alongside LT and other staff to ensure that professional development needs are identified and that appropriate provision is delivered to meet such needs
- Promoting teamwork and collaborative working to motivate staff and to ensure effective working relations across the department and at a whole school level
- Ensuring the correct deployment of classroom support where appropriate
- Actively supporting the school's ITT programme

Quality Assurance

Achieved through:

- Ensuring the effective implementation and application of quality assurance mechanisms in English to ensure outstanding outcomes
- Leading the monitoring and tracking of pupil progress in relation to targets to ensure that students achieve their potential
- Reviewing student progress through highly effective data analysis to inform the most appropriate intervention to ensure outstanding outcomes
- Establishing consistent standards of practice across the department and develop highly effective teaching and learning in all relevant curriculum areas with English
- Actively contributing to the monitoring of standards in teaching and learning through lesson observations, work scrutiny, learning walks and appraisal within English
- Actively contributing to the monitoring and evaluation of the curriculum in English, provision at KS3, 4 & 5 in line with agreed school procedures including evaluation against quality standards and performance criteria
- Seeking and implementing modification and improvement where required within the relevant curriculum areas

Communications

Achieved through:

- Ensuring effective communication with other staff at the school, external professionals, pupils and parents/carers as appropriate
- Developing positive relationships with other schools and professionals with the local and wider locality, FE & HE, examination boards, and other relevant organisations

Management

Achieved through:

- Actively contributing to evaluative feedback and analytical data on standards in teaching and learning, pupil progress and curriculum provision
- Actively contributing to the analysis and evaluation of performance data to ensure outstanding outcomes
- Demonstrating highly effective skills in the use of management information systems including SIMS, BlueSky etc.
- Producing reports as deemed necessary for the quality assurance process
- Providing strategic feedback and evaluative reports on standards across the department and outcomes in English through department review, self-evaluation and the action planning process
- Ensuring that learning environments are stimulating and support teaching and learning and that they conform to H&S regulations
- Effectively manage the department budget
- Setting work appropriately for staff who are absent and effectively manage supply staff as necessary

Marketing and Liaison

Achieved through:

- Actively promoting links with other schools and other professionals with the local and wider locality and other relevant external organisations in support of curriculum enhancement and enrichment across English
- Actively promoting the development of effective subject links with other schools, organisations and local community in support of whole school events, including Open Evenings and other events which encourage parental engagement
- Actively promoting the development of effective cross-curricular subject links across the school community and with external agencies as appropriate

Management of Resources

Achieved through:

- Managing financial and human resources within the department as required to meeting the needs of curriculum provision and to contribute to the most cost effective use of resources to secure outstanding outcomes
- Being proactive in pursuing collaborative links with other department areas to ensure a sharing and effective usage of resources to the benefit of the school and students

Pastoral System

Achieved through:

- Monitoring and supporting the well-being and educational development of pupils within English and act appropriately to maintain this
- Assisting in monitoring student attendance and acting on any correlation with pupils' progress and underachievement in relation to targets
- Actively supporting to provide appropriate intervention to follow up on the impact of absence on progress and minimise gaps and any detrimental impact on outcomes
- Assisting the LT member to actively promote PSHE, SMSC, Enterprise etc. in support of school policy
- Actively promoting effective implementation of the school behaviour policy across the department to ensure that behaviour for learning is outstanding so that effective learning can take place
- Actively promoting the House System and House tutoring by positively encouraging engagement in activities as deemed appropriate

Relationships

The post holder also interacts on a professional level with colleagues and will seek to establish and maintain professional relationships with them and to promote mutual understanding of the school curriculum with the aim of securing the highest standards in teaching and learning at this school.