



# Wheatley Park School

‘Everyone Learning’

11-18 Academy Converter (May 2014)

1034 on roll 157 Sixth Form

## Head of English

+TLR1E (£9472.00)

From January 2018

Due to the promotion of our previous Head of English we are looking for a new leader to further develop English at Wheatley Park School and develop our skilled faculty team. We have made significant improvements over recent years in English and the faculty has a strong success rate at both A Level and GCSE. We have focussed much of our work on narrowing the gap between disadvantaged pupils and their peers, making significant progress over the last two years at GCSE level. At the same time, we are aspirational for all students and have excellent pass rates and value added figures in our Key Stage 5 courses.

The ideal candidate will be a confident and successful teacher and leader who has a passion for learning, high standards and the ability to galvanise and motivate a team. You will be committed to the achievement of every student, using creativity to inspire success. You will be someone who can build a team ethos of mutual challenge and support, a culture of ambition and ‘going the extra mile’.

This is an excellent opportunity for the right person: the team has skill, experience and commitment, and our students are engaging and positive. The English and Media Centre, opened in 2008, is a truly stunning centre of learning. You will be able to make your mark positively and we will help you to develop as a leader, preparing you for a more senior post in time. You will be part of the PiXL network; you will have time to fulfil the demands of the post; you will have good administrative support and work closely with the school library.

Wheatley Park is situated just outside the City of Oxford, and is a vibrant and supportive school with a track record of improvement and innovation in recent years. In June 2016 the school was graded “Good” by Ofsted, with much positive feedback. We are a Google Reference School with creative and innovative practice in the use of computers and IT in the classroom. All students have access to their own personal chromebook in order to support their learning.

We have a mixed rural and urban intake and we are well supported by our community, who recognise the considerable improvements that have taken place in recent years. Our students are happy at school and motivated to succeed, and our staff work well together, providing a collaborative and professional ethos.

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (Finance and Personnel Administrator) on 01865 877634 or by email to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org). We are a member of the River Learning Trust, a schools-led trust, based in Oxford. For more information: [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

Full details and an application form can be found on our website: [www.wheatleypark.org](http://www.wheatleypark.org) - Get involved - Vacancies. Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form. Please send completed applications to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org).

**Wheatley Park School is committed to safeguarding and promoting the welfare of all children and young people and to preventing extremism. Wheatley Park School expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. Wheatley Park School is an equal opportunities employer.**

**Closing date: Midday Monday 9th October 2017**

**Interview date: Week commencing Monday 16th October 2017**

Wheatley Park School, Holton, Oxford, OX33 1QH

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[www.wheatleypark.org](http://www.wheatleypark.org)



# Wheatley Park School

## Job Description

<b>Post Title</b>	<b>Head of English</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>● To establish and maintain high standards of achievement across the English Faculty.</li> <li>● To develop and enhance the teaching of others in the English teaching team.</li> <li>● To ensure the provision of an appropriate and balanced curriculum in English. To manage and deploy teaching and support staff as well as other resources in the faculty.</li> </ul>
<b>Reporting to</b>	Deputy Headteacher
<b>Responsible for</b>	Team Leaders, teaching staff, teaching assistants, librarian and administrator in English.
<b>Salary Level</b>	TLR1E
	<b>Main Duties and Fields of Accountability</b>
<b>Strategic Planning</b>	<p>To establish and communicate a vision for the future development of the Faculty with a coherent set of aims and objectives.</p> <p>To undertake self-evaluation activities according to school policy and practice based on evidence and data.</p> <p>To lead the development of appropriate courses and learning opportunities in all Key Stages.</p>
<b>High Standards of Teaching and Learning</b>	<p>To set and meet high standards as a teacher, acting as a role model for others in the team.</p> <p>To establish an ethos of high expectations and rigour throughout the faculty.</p> <p>To lead in the development of pedagogy/ methodology, including planning and leading training.</p> <p>To monitor the quality of teaching across the faculty through a range of approaches including regular classroom observation.</p> <p>To monitor marking, assessment and feedback, ensuring that high professional standards are met.</p> <p>To lead in the analysis of Performance data for the Faculty.</p> <p>To ensure that the learning needs of all pupils are met and to liaise with the Learning Support team.</p>
<b>Knowledge/Skills</b>	<p>To maintain up to date knowledge of the English curriculum, of good practice and of research and inspection findings.</p> <p>To have knowledge of relevant school policies.</p>

	<p>To have an understanding of the relevant statutory requirements.</p> <p>To understand the strategic implications of ICT in the work of the team.</p>
<b>Staffing</b>	<p>To lead, direct and manage all staff in the English team.</p> <p>To support, guide and motivate all staff in the Faculty to work to a common vision and purpose.</p> <p>To ensure that all Faculty members participate in a rigorous process of Performance Management linked to the school and Faculty priorities.</p> <p>To participate in recruitment and selection of new staff and their induction.</p> <p>To ensure that meetings are held regularly, recorded and achieve appropriate outcomes.</p>
<b>Student Outcomes</b>	<p>To set rigorous targets for students and groups of students in all Key Stages.</p> <p>To be accountable for standards and achievement in all Key Stages, reporting to the Leadership Group and Governors.</p>
<b>Resources</b>	<p>To deploy all resources effectively and efficiently, including being accountable for spending of delegated capitation.</p> <p>To establish and maintain an environment conducive to high expectations and learning.</p> <p>To ensure that Health and Safety standards are met and that all necessary risk assessments are carried out and documented.</p>
<b>Safeguarding</b>	<p>Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.</p>
<b>Additional Duties</b>	<p>To play a full part in the life of the school, to support its ethos and development.</p> <p>To comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description.</p>
<b>Support</b>	<p>The post holder is expected to continue in his/her own professional development.</p> <p>Support in this role will be available through the leadership group line manager and the Headteacher as well as through the school's Professional Assistance scheme.</p>

September 2017



## Wheatley Park School

### POST: Head of English

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<p><b>Qualifications/ Training/ Knowledge:</b></p>	<p>Honours Graduate in English with PGCE or equivalent in English</p> <p>A strong record of CPD relevant to the post over the last three years.</p> <p>An authoritative understanding of English in terms of pedagogy, curriculum and assessment.</p>	<p>Knowledge of a range of issues in education and experience of school improvement.</p> <p>Knowledge of current spec for GCSE, A Level.</p>
<p><b>Experience:</b></p>	<p>At least three years teaching experience in English at secondary school level across a wide range of attainment.</p> <p>Experience of leading initiatives within English and/or developing literacy across the school. A track record of influencing the teaching of others.</p> <p>A clear understanding and successful experience of strategies to raise attainment, particularly (but not solely) at KS4.</p> <p>A clear vision, based on experience, for the development of an innovative and engaging approach to the teaching of English.</p>	<p>Experience of leading a team to raise expectations and standards.</p> <p>Familiarity with strategies to support vulnerable learners so that they achieve well.</p>
<p><b>Skills:</b></p>	<p>A confident and effective teacher, able to model outstanding practice.</p> <p>Leadership skills to engage and motivate others, to set a direction for improvement and ensure confident delivery.</p> <p>Interpersonal skills with young people and adults, with a balance of sensitivity and purpose.</p> <p>Communication skills, oral and written, to reach a range of audiences.</p> <p>A high degree of competence in utilising a range of data to raise pupil performance</p> <p>Strong personal organisation and administration to meet deadlines and work within school systems.</p> <p>Able to lead and build an engaging climate and positive relationships with young people 11-18.</p>	<p>Skills in leading extra-curricular clubs/directing school events.</p> <p>Coaching for outstanding practice.</p> <p>Creative/innovative approaches to lesson planning and community projects.</p> <p>Confident in embracing the opportunities of new technologies eg Twitter, Google Apps.</p>

<p><b>Aptitudes:</b></p>	<p>Committed to the success of every student and to the development of inclusive practice.</p> <p>Reflective practitioner, keen to develop own practice as a teacher and as a leader and able to influence others.</p> <p>Resilient, optimistic and hardworking.</p> <p>Sense of humour and perspective.</p>	<p>Flexible, able to adapt to change.</p> <p>Enthusiastic about making a strategic contribution to school improvement.</p> <p>Interested in further promotion.</p>
<p><b>Other:</b></p>	<p>Committed to own professional learning and likely to seek further promotion.</p> <p>An understanding of child protection and safeguarding issues. A commitment to the welfare of every student.</p> <p>A commitment to extra-curricular provision.</p>	<p>Keen to be involved in developing the extra-curricular work of the school and community.</p>

September 2017