Briefing Pack for Applicants
Director of English

Stocksbridge High School

Believe Achieve Succeed

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our pupils.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1. Post Advertisement

Post: Director of English
Salary: L7 – L11 £47,707-£52,643
Contract: Permanent, full time
Start date: April 2020 but will consider September 2020 for the right applicant
Ref: SHS009

Stocksbridge High School is a 11-16 comprehensive school with 850 students on roll. We are an ambitious and inclusive school rooted firmly within our community. We are seeking to appoint an outstanding and inspiring leader to join us as Director of English.

The successful candidate will demonstrate a true passion for English and have experience of driving progress through great teaching, learning and leadership. As a first-rate classroom practitioner, you will have both the subject knowledge, interpersonal skills and tenacity to further develop the English curriculum and ensure teaching is of the very highest standard. As Director of English there are also opportunities to lead on whole school priorities and developments at a senior level. You will be a motivated and highly capable candidate that can:

- Teach English Language and Literature across the full age and ability range of students
- Lead and develop teams within the subject area and across the school
- Lead on the development of the English curriculum and schemes of learning so that they offer engagement, stretch, support and challenge to all learners
- Identify outstanding teaching and learning and hold your teams to that standard
- Accurately assess the progress and achievement of students, groups and cohorts and provide appropriate provision to ensure progress of all is maximised
- Uphold our inclusive ethos and provide opportunities for all learners to progress well
- Lead on cross-school priorities and initiatives at a senior level and collaborate across the wider Trust

It is a very exciting time to join Stocksbridge High School, over the last two years we have made great strides forward in shaping our aspiration, curriculum and learning. This is demonstrated in significant improvements in all performance measures, most noticeable progress which is now aligned with national expectations. We, however, want to push further on this journey and ensure that by working closely with our family of schools and community we make the significant difference to which are students are entitled. In return you will join a school and multi-academy trust prepared to develop and support all of our employees. We are a friendly and collegiate learning community with high expectations of ourselves and our learners.

Minerva Learning Trust is a recently formed and expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the pupils within our academies. The Trust is passionate that all pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Stocksbridge High School joined the Trust in December 2017 and is developing this partnership and making rapid improvements for our pupils and community.

Candidates are encouraged to visit the school or have an informal discussion about the role with the Head Teacher, Andy Ireland. Arrangements for this can be made by contacting Hannah Taylor, Headteacher's PA, via e-mail htaylor@stocksbridgehigh.co.uk or via telephone 0114 2883153.

Closing Date is Friday 17 January 2020 at 12 noon.
Interviews will take place on week commencing 20 January 2020

The School & the Trust are committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check.

Further information is available by contacting Hannah Taylor via email: htaylor@stocksbridgehigh.co.uk

The application form and information pack are available on the school website: www.stocksbridgehigh.co.uk

Section 2. Letter from Andy Ireland, Headteacher

Dear Candidate

I am delighted that you are considering making an application for this position at Stocksbridge High School. We are an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. You will find us to be an open, friendly and welcoming with great pupils and a dedicated staff.

Every one of the young people we serve is entitled to thrive at school so that they may leave skilled, qualified and confident to make a success of their next steps in life. This is achieved through high quality leadership, teaching and support from our staff so that all pupils learn and progress well. Working at Stocksbridge High School means that you will always hold young people in high regard and have nothing but the highest of expectations for their learning, conduct and aspiration.

Opportunities for professional development and for sharing practice within the school and across the trust enable staff to continually develop their skills and experience. This ambition is evidenced in our recent improvements in achievement and increasing roll; we are now oversubscribed in year 7.

We are here to make a difference to the young people and families of Stocksbridge and we aim to be recognised as outstanding in this endeavour. It is an exciting time to join our school and if you share that ambition and determination I look forward to receiving your application



Andy Ireland
Headteacher

Section 3. Letter from Bev Matthews, Chief Executive Minerva Learning Trust

Dear Candidate

Thank you for your interest in this role within the Minerva Learning Trust.

The Trust was established in October 2014 and is currently supporting the education of around 5000 pupils across our four schools; Handsworth Grange Community Sports College, Stocksbridge High School, High Storrs School and Ecclesfield School.

We resolutely believe that we are stronger together and that each school within our Trust has individual strengths to be shared and celebrated. Our aim is for all schools within the Trust to become 'outstanding'.

Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. Inclusion is very important to us. We do not allow disadvantage to be a barrier to learning and we support all of our pupils to be the very best. Our pupils show a high level of care for each other and respect each other's diversity.

The Trust recognises and values the contribution made by our employees in delivering this vision. Through collaboration, our employees have opportunities to share practice, develop their skills and provide a high standard of teaching and learning to our pupils.

If you believe you have the passion, skills and ambition to support our aims and deliver the very best for our pupils then we look forward to receiving your application.

Bev Matthews
Chief Executive – Minerva Learning Trust

Section 4. Minerva Learning Trust

Our Schools:

- Ecclesfield School
- Handsworth Grange Community Sports College
- High Storrs School
- Stocksbridge High School

Our mission is simple, to provide an outstanding education for pupils, staff and stakeholders. The education environment is one which is purposeful and allows for high quality teaching andlearning to take place. We will unlock the individual potential that exists within every pupil and will aim to give them a strong learning experience that is supported by pastoral systems which bring together the full educational experience into one which will nurture them through a pathway to the world of work and adulthood.

Each of our schools holds strengths that serves the needs of the pupils and the school community. As a group, we learn from each other, sharing outstanding practice and creating innovative approaches to the teaching and learning. This, together with application of the same within our overarching business operations will see the development of robust, operationally effective organisation.

Professional development is at the heart of growing strong, sustainable teams. Individuals should be empowered to deliver and in doing so they are encouraged to engage with owning their professional contribution to school life. This will be delivered through the development of an extensive CPD portfolio offer for the MAT.

Minerva Learning Trust will:

- Have a significant impact on the young people of Sheffield by providing high quality education provision
- Be a strong employer that can recruit, retain, develop and engage the right people to deliver our vision
- Ensure outstanding leadership and management across all schools and empower leaders to drive school improvement
- Ensure quality teaching which focuses on a commitment to the learner
- Provide a broad and balanced curriculum which secures the skills necessary to support pupils in life after school
- Ensure the needs of disadvantaged learners are embedded in all the work we do
- Enrich the learning experience by providing wider opportunities for pupils outside the classroom.

Further information about the Trust can be found on our website www.minervalearningtrust.co.uk

Section 5: Job Description

Minerva Learning Trust Job Description

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Director of English
GRADE/SALARY	Stocksbridge High School
RESPONSIBLE TO	L7 TO L11
RESPONSIBLE FOR	Headteacher
PURPOSE OF THE JOB	The leadership, management and performance of all staff within the English department and to contribute to whole school development and operation
RELEVANT QUALIFICATIONS	Strategic development and leadership of the English department. Responsible for leading, development and improving the quality of teaching, pupil progress and achievement and day to day management within the school.

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

Key Responsibility Areas:

1. To work as part of the Leadership Team providing strategic leadership of the school specifically within English.
2. To drive improvement and hold members of the Department to account for the quality of their teaching and pupil progress.
3. To ensure pupils make progress in relation to appropriately challenging targets using local and national data.
4. To support the Headteacher and Deputy Headteacher in the day to day running of the school and undertake agreed responsibilities to support the delivery of teaching and learning, management of employees and behaviour of pupils.

Leadership and management:

1. To provide strategic support to the Headteacher and Deputy Headteacher in the management of the school on a long term and day to day basis.
2. To provide strategic leadership for the development and management of the English Department.
3. To line manage staff within the English Department ensuring appropriate support, challenge and development is provided to enable the delivery of quality teaching and learning.
4. To manage the Department's capitation, resources, development and staff deployment in line with the Trust and School's development plans.
5. To keep abreast of local and national developments in the teaching of English and utilise this knowledge to continuously improve provision within the school.
6. To guide, advise and actively support colleagues in their management of pupil behaviour within the school and their classroom.
7. To work collaboratively with colleagues within the School and wider Trust to contribute to strategic planning and production of the School SEF.
8. Liaise with appropriate colleagues to ensure that authorised English activities both on and off the premises meet all health and safety requirements.
9. Attend meetings of the Senior Leadership Team, Local Governing Body and other bodies as appropriate to represent the interests of the School and the Trust.

Management of Teaching and Learning:

1. Setting, demonstrating and maintaining high standards of teaching and learning across the age and ability range within the English Department and wider if appropriate.
2. Support the work of other subject leaders and TLR holders in ensuring that teaching across the school makes a significant and substantial contribution to the development of pupil literacy levels.
3. To lead the teaching of English within the school and contribute to the teaching of other subjects as may be reasonably directed by the Headteacher.
4. To develop a curriculum which is relevant and up to date in line with assessments/examinations and engages all pupils positively in the subject area.
5. Monitor and evaluate the quality of teaching and standards of learning and achievement for pupils, including those with special educational or linguistic needs, in order to set and meet challenging and realistic targets for improvement.
6. Work with colleagues in the Department to identify and plan appropriate interventions by using assessment and performance data.
7. Develop and enhance the teaching practice of others and ensure high standards through the establishment and implementation of strategies to monitor, evaluation and improve the quality of teaching through constructive feedback, self-evaluation, work scrutiny and planning.
8. Ensure the provision of a high-quality learning environment within English which provides a safe and supportive structure for pupils.

Pupil and parental engagement:

1. Make explicit to pupils, parents, teachers and the wider community the school's high expectations that all pupils can succeed.
2. Take opportunities to create and maintain an effective partnership with parents and the wider community, including business and industry, to support and improve pupils' achievement and personal development.
3. Developing and supporting partnerships with parents e.g. ensuring appropriate and early contact and liaison, facilitating parental support and involvement, reinforcing school expectations, homework policy and examination requirements.

4. Actively participate in the planning and delivery of transition arrangements with primary partners and post-16 providers.

Whole school:

1. To act as a role model of good practice for other teachers within the Department and across the school e.g. professional conduct, in teaching and learning, in management of pupil behaviour and relationships with colleagues both in and outside of school.
2. To lead or contribute towards additional tasks or strategies related to school improvement plans as agreed with the Headteacher.

General:

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Other Specific Duties

- To actively promote school and Trust policies.
- To engage in personal professional development as agreed and engage actively in the performance review process.
- To undertake any other reasonable duties in-line with the nature of the post not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

General

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
- This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

ISSUE DATE: September 2019

Minerva Learning Trust Person Specification

Role: Director of English

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS KNOWLEDGE	
• Good relevant degree and QTS	• Application Form
• Evidence of commitment to CPD to support areas of the job role	• Application Form
• Extensive knowledge and understanding of the current issues in English education	• Application Form/Interview
SKILLS / EXPERIENCE	
• Proven record of excellent classroom teaching to at least GCSE level	• Application Form, Interview and Assessment
• Demonstrable evidence of raising and sustaining attainment through successful leadership/management experience	• Application Form, References, Interview and Assessment
• Extensive use of student performance data to inform classroom teaching	• Application Form, Interview, Assessment
• Experience of one or more middle leadership positions within English in a secondary setting	• Application Form, Interview, References
• Record of success in effective and efficient team management	• Application Form, Interview, Assessment, References
• Experience of managing resources effectively	• Application Form, Interview, Assessment, References
• Experience of identifying and leading improvements in the English curriculum and managing change	• Application Form, Interview and References
• Experience of preparing and presenting reports to leadership team, staff and Governors	• Application Form, Interview and References
• Ability and confidence to coach and mentor staff and tackle underperformance	• Application Form and Interview
• Experience of leading and supporting teams including performance management	• Application Form, Interview and Assessment
• Experience of working successfully with external partners and other agencies	• Application Form, Interview and References
• Ability to inspire confidence in and establish excellent relationships with pupils, teachers and parents	• Application Form, Interview and Assessment
• Excellent communication, planning and organisational skills	• Application Form, Interview and References
• Commitment to safeguarding and promoting the safety and welfare of young people	• Application Form, Interview

ISSUE DATE: September 2019

Section 7: The Appointment Process

These notes are intended to guide you when making an application for a post at Stocksbridge High School.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten, but if you do write it by hand, do make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in, and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps, e.g. for child raising, voluntary work, to allow full account to be taken of your experience.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific over addresses including e-mail contacts and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statements to two sides of A4 in size 11 font**.

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts.

8. The Interview

Interviews will be held soon after the closing date. Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and pupils and see the school at work.

9. Feedback

Feedback is offered to those candidates who are not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Authority's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be forwarded to htaylor@stocksbridgehigh.co.uk before the closing date.