



**CRESSEX  
COMMUNITY  
SCHOOL**

**SECOND IN DEPARTMENT - ENGLISH  
CANDIDATE INFORMATION PACK**

**SPRING 2021**

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



## CRESSEX COMMUNITY SCHOOL

Headteacher: Mr D Hood BA Hons  
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Spring 2021

Dear Colleague,

### **Second in Department - English**

Thank you for your interest in this important post. English is a subject crucial to the success and life chances of our students. This is an opportunity really to "make a difference"!

Our English department goes from strength to strength. The department is very well-resourced. Students respond well to expert teaching and are enthusiastic about the subject. There are six dedicated classrooms, each equipped with interactive whiteboards, extensive display opportunities and plenty of storage space. English achieved very good results in 2019. In English Language 66% gained a grade 4 or better, with 10% gaining grade 7+. In English literature, 76.4% gained a grade 4 or better and 24% gained a grade 7 or above. Students enjoy the strong teaching in the department. We would want you to be a great teacher of English yourself and to work with the team on improving our results further still.

Students follow the Edexcel specifications in English (English Language – 1 ENO; English Literature – 1ETO).

Cressex Community School is a popular and successful secondary school with approximately 750 students on roll on the western flanks of High Wycombe.

We take great pride in the quality of education we offer, and in our strong team-working among students and staff. We have a wonderfully diverse student body. At the time of the last school census over 30 different first languages were recorded. We have a number of very able students who perform excellently in public examinations. In 2019, our students achieved the best results in the school's history, with a high proportion of exams passed at the top grades. As an all ability school, we are equally proud of the success of our lower attaining students. All students achieved at least one GCSE pass; 99% gained five or more passes.



In 2010 we moved into an outstanding new building. Classrooms are large, bright and equipped with the latest technology, including Promethean interactive whiteboards. Our sporting and other facilities are all of the highest quality.

Our most recent Ofsted inspection was in January 2019. We are a “good” school with a number of outstanding features. Our mission is to provide an outstanding education for the young people here.

The staff at Cressex are highly skilled and committed to achieving this goal. We place great emphasis on staff development and embrace exciting and innovative approaches. We have a very highly regarded induction and ongoing training programme for new teachers, including those trained overseas, and we run leadership development sessions for Cressex staff in partnership with Johnson and Johnson, the leading multi-national pharmaceutical company.

**We are very pleased to offer visits to potential job applicants. Please contact me if you would like an informal conversation and/or a tour of the school.**

We believe that we offer a very competitive salary for the role and offer other benefits including a lower than average teaching commitment and fitness facilities on site.

Please apply by completing a Buckinghamshire application form. You should also write a personal statement indicating **how your experience to date has prepared you for the post**, and **how you think you could contribute to the school** (no more than two sides of A4 please).

You can access the application via this link: <http://www.cressex.org/182/join-our-team>

We very much hope you will feel inspired to come and be part of the Cressex team.

With best wishes.

Yours sincerely,



David Hood  
Headteacher





## English Department Information



The English department consists of six full time members of staff who are all committed to ensuring that students achieve their full potential. The successful candidate will be joining the department during an exciting period of development as we move towards a knowledge based approach designed to create sophisticated thinkers and writers.

The GCSE course is taught over three years (beginning in Year 9); Years 7 and 8 study a range of language and literature units designed to provide a solid grounding in the skills required at Key Stage 4. All students are entered for both GCSE English Language and Literature (Edexcel).

The department is very well resourced and students have access to a computer room in the English corridor. In order to encourage and monitor wider reading, the school has also recently invested in the 'Accelerated Reader' programme; dedicated library lessons are set aside to encourage students to make the most of their reading time.

Our learners are keen to achieve well in English and enjoy being challenged. We look forward to welcoming a colleague who has high expectations of what students can and should achieve – both within the classroom and beyond.



***High Achievement for All is our Shared Responsibility***



**THE CRESSEX COMMUNITY SCHOOL**  
**Job Description: Second in Department in English**

**Responsible To:** Director of English

**Primary Purpose:** To promote high achievement of students in English through consistently high quality teaching, and contributing to high quality leadership and management in the English Department, with a focus on Key Stage 3.

**Responsibilities:**

(In addition to the core responsibilities of a teacher, as identified in the School Teachers' Pay and Conditions Document.)

**Main Duties and Responsibilities (General):**

1. To promote and safeguard the welfare of students according to school procedures.
2. To teach consistently high quality English lessons across the age and ability range.
3. To set high expectations which inspire, motivate and challenge students.
4. To promote the best possible progress and outcomes by students.
5. To demonstrate excellent subject and curriculum knowledge.
6. To plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
7. To adapt teaching so that it responds to the strengths and learning needs of all students.
8. To assess students' attainment and progress regularly and accurately, in line with the school policy, and update school and department records as required.
9. To complete reports to parents/carers on students' attainment and progress in line with the school's procedures.
10. To provide students with regular formative feedback to help them raise their attainment.
11. To manage students' behaviour effectively to ensure a positive, safe, and effective learning environment.
12. To make a positive contribution to the wider life and ethos of the school.
13. To develop effective professional relationships with colleagues, drawing, as appropriate, on advice and support.



14. To deploy support staff effectively.
15. To take responsibility for improving own teaching through appropriate professional development and respond positively to, and implement, advice and feedback from colleagues.
16. To communicate effectively and develop partnerships with parents to raise student achievement.
17. To promote equal opportunities for all within the school community.
18. To exemplify the 'can do, will do' culture within all aspects of the service at the school.
19. To carry out the professional duties of a school teacher, under the reasonable direction of the Headteacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).

#### **Main Duties and Responsibilities (Specific to the role of Second in Department in English)**

20. With a focus on Key Stage 3:
  - a) Create and lead effective Schemes of Work that meet English curriculum goals.
  - b) Lead and develop the curriculum between Years 6 and 7, and Years 8 and 9, to ensure effective transition of knowledge and skills.
  - c) Model and embed high-quality teaching and learning through monitoring, evaluation, and promotion of best practice.
  - d) Implement and drive effective strategies for teaching reading and writing, and the development of literacy and oracy skills.
  - e) Lead, monitor, and evaluate the implementation of effective assessment strategies and procedures.
  - f) Monitor and track student progress; drive aspirations by leading effective progress lessons, interventions, and rewards and sanctions systems.
  - g) Lead and co-ordinate high-profile, effective enrichment activities such as Book Week, Poetry Live, and Spelling Bee.
  - h) Manage effectively the Department resources and cover arrangements.
  - i) Support the effective implementation of policies and procedures.
  - j) Uphold high expectations, and promote the Department culture of collaboration, professionalism, and innovation.

February 2021





## Person Specification

### Second in Department in English

Essential	Desirable
<b>Qualifications &amp; Training :</b> <ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Good first degree in specialist subject, or related subject</li> </ul>	<b>Training:</b> <ul style="list-style-type: none"> <li>Evidence of recent, relevant CPD</li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Experience of teaching English and promoting Literacy</li> <li>A proven track record of raising standards for students of all abilities.</li> <li>Use of innovative approaches to development of teaching and learning, including the use of ICT</li> <li>Experience of successfully teaching English across the full age and ability range in a secondary school environment</li> <li>Involvement in monitoring and evaluating the quality of departmental work</li> <li>Experience of effective target setting, pupil tracking and using data to inform curricular planning and development</li> <li>Experience of contributing to development planning and to the process of continuous review and evaluation</li> <li>Experience of providing a positive and supportive presence in the daily operations of the school</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>Evidence of existing responsibility and/or initiatives shown in an English department</li> </ul>
<b>Knowledge/Skills/Abilities:</b> <ul style="list-style-type: none"> <li>Be a very effective teacher</li> <li>Awareness of the major issues involved in raising standards of achievement in English at KS3 and KS4</li> <li>Knowledge of current educational issues and their relationship to English</li> <li>Thorough knowledge and understanding of current curriculum requirements and developments in English and how students learn</li> <li>Demonstrable ability to plan effectively and to create a challenging and effective learning environment for students</li> <li>Ability to ensure an ethos and structure for managing behaviour which enables all students to achieve</li> <li>Ability to work effectively as part of a school team and with students and parents</li> <li>Ability to work under pressure and prioritise effectively</li> </ul>	<b>Knowledge/Skills/Abilities:</b> <ul style="list-style-type: none"> <li>Ability to manage staff effectively and contribute to the performance management of English staff</li> </ul>
<b>Commitment:</b> <ul style="list-style-type: none"> <li>To upholding high expectations and raising standards</li> <li>To developing innovative practice to benefit learning</li> <li>To working in partnership with other local schools and the wider community</li> <li>To working in a multi-ethnic environment promoting social cohesion and challenging social barriers</li> <li>To equality principles and practice</li> <li>To the success of the school and of its students</li> <li>To working professionally as part of a team</li> </ul>	<b>Commitment:</b> <ul style="list-style-type: none"> <li>To encouraging students to take a wider interest in English through enrichment activities.</li> </ul>
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Self-awareness and integrity</li> <li>Resilience</li> <li>Initiative and drive</li> <li>Willingness to learn</li> </ul>	
<b>Other requirements:</b> <ul style="list-style-type: none"> <li>A strong record with regard to health, attendance and punctuality</li> <li>Understanding and commitment to child welfare and safety</li> </ul> <p>This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check as part of the recruitment process.</p>	





## Why Cressex Community School?

Many  
Great Reasons  
To Join Our Team!

### EASILY ACCESSIBLE



### DISCOUNTED NURSERY RATES ON SITE



### CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

*opportunities with*

*Johnson & Johnson*

### OVERSEAS TEACHER TRAINING PROGRAMME

### ATTRACTIVE LOCAL AMENITIES

*with discounts at many...*



### FITNESS SUITE ON SITE



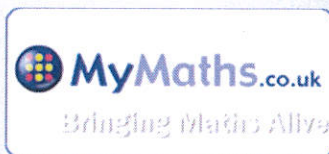
[www.mintclass.com](http://www.mintclass.com)



[www.doddlelearn.co.uk](http://www.doddlelearn.co.uk)



[www.gcsepod.com](http://www.gcsepod.com)



[www.mymaths.co.uk](http://www.mymaths.co.uk)



[www.showmyhomework.co.uk](http://www.showmyhomework.co.uk)



[www.lexiauk.co.uk](http://www.lexiauk.co.uk)



[www.kerboodle.com](http://www.kerboodle.com)

*If you have any questions or would like to book a visit, please contact David Hood, Headteacher on 01494 437729 or email [fcarter@cressex.org](mailto:fcarter@cressex.org)*

*We look forward to hearing from you.*





## **Johnson & Johnson Deliver Leadership Programme to Teachers at Cressex Community School**

A new initiative to develop future leaders in school has emerged between Cressex Community School and Janssen, the High Wycombe-based, pharmaceutical business of the Johnson & Johnson family of companies. Assistant Headteacher at Cressex, Shazeen Saddique, spoke about the inspiration behind the training programmes. She said: **"The leadership skills needed for success in education and business are very similar. I was looking for training opportunities for our staff which would be different from standard courses and exciting for the individuals taking part. I am delighted to say that we got these through Janssen. We are so grateful to our colleagues at Janssen for making this happen."**

Two programmes have been set up. The 'Aspiring Middle Leaders' programme is aimed at ambitious teachers near the start of their careers, who are interested in taking on departmental leadership. Learning alongside peers from Janssen, the programme exposes them to leadership theories and "hands on" activities. 'Stepping It Up', a programme for established heads of department, focuses on developing self-awareness and expertise in leadership.

The long-standing partnership between the two organisations, which benefits staff and students alike, has been enhanced by the creation of these programmes. Simon White, Head of Learning and Development, Janssen UK and Ireland explained: **"Leadership development is such a vital component of the success of any organisation, and it's been a pleasure to host some of Cressex's aspiring leaders in our Janssen leadership programmes here at High Wycombe. This is the first time we have shared this type of support in partnership with a local school. Cressex Community School is such an important part of the local community and we're delighted to have the opportunity to work with them."**

David Hood, Cressex Headteacher added: **"We are once again thrilled to be cooperating with our colleagues at Janssen on a project that is so beneficial to our school and its community."**

