



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# KS4 Co-ordinator for English

## APPLICANT INFORMATION PACK



**Battle Road, Hailsham, East Sussex, BN27 1DT**

**Tel: 01323 841468**

**E-mail: [job.vacancies@hccat.net](mailto:job.vacancies@hccat.net)**



## **KS4 Co-ordinator for English**

**Please find enclosed:**

- **Letter from the Head of School**
- **Job Description**
- **Person Specification**
- **Department Information**





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Dear Applicant

Thank you very much for your enquiry for the post of KS4 Co-ordinator for English at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

Hailsham is a historic market town close to the large and vibrant towns of Eastbourne and Brighton are only a few miles away and some of the most spectacular scenery in England is on the doorstep.

Hailsham Community College has been on an incredible journey over the past few years. We made an application in early 2012 to the Department for Education to become a converter Academy. As a result of our successful application, we became Hailsham Community College (Academy Trust) with effect from 1 August 2012. We are now entering a new phase of development, with the college predicted to grow substantially over the coming years.

In the early part of 2018, we were very fortunate to have been approached by the Local Authority to provide a new primary and nursery provision within the town to commence from September 2019, opening a brand-new school approximately a mile from the current Secondary site, thus extending the designation of the Trust to a 2-19 all-through school.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, students and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

The college underwent inspection by Ofsted on 1 March 2017 and was judged to be 'good' throughout. Since then, our mission has been to progress from 'good' to 'outstanding'.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the College prior to completing an application form. If you would like any further information or would like to arrange a visit, please telephone to speak to Sarah Payne who will arrange an informal visit with myself.

If you do apply and wish to know if your application has been unsuccessful, we regret it will be necessary to enclose a stamped addressed envelope.

I hope to have the pleasure of meeting you soon.

Yours sincerely

A handwritten signature in dark ink, appearing to be 'Susie Cowser', written on a light-colored, slightly textured background.

Susie Cowser  
Head of School



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## Job Description

<b>Job Title:</b>	KS4 Co-ordinator for English
<b>Grade</b>	Teachers Pay Scale
<b>Contract</b>	TPS + TLR
<b>Line Managed by:</b>	Director of Learning for English
<b>Date:</b>	Sept 2019

## Principal Accountabilities

- To support the leadership and management of the subject to achieve both outstanding progress and attainment
- To support leading and managing the subject area curriculum for KS4
- Monitor, review and evaluate the effectiveness of the curriculum to ensure all staff understand and deliver upon the curriculum intent leading to great impact
- To maintain high presence around the Academy to ensure the highest standards of behaviour are upheld
- Actively support staff and students with welfare and well-being
- Model outstanding practice in terms of classroom teaching, preparation, marking and assessment
- Communicate and liaise with staff, students, the home, community and governors
- Constantly ensure development of team members both within subject and in the wider academy community
- To support the Director of learning contributing to the strategic leadership of the Academy, developing, implementing and evaluating systems and processes.
- Ensure teaching and learning incorporates safeguarding at all times.

## Competencies

### Curriculum impact

- Help design an engaging and challenging curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of learning which ensure consistence and coherence.
- Teach and model the delivery of outstanding lessons that motivate and inspire students and staff, equipping them with the knowledge and skills needed to achieve at the very highest levels
- Evaluate, review and develop the curriculum, involving subject staff and students
- Keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy
- Actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this knowledge to staff

- Support in the setting, oversee and evaluate regular, relevant and assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly to ensure accuracy
- Ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- Ensure that a range of enrichment / intervention and extension activities are offered to and taken up by students to enhance their progress and attainment
- Ensure that statutory requirements are met
- Ensure that all subject staff are marking, assessing and providing feedback in line with best practice and Academy policy at all times

#### **Quality assurance**

- Support in the triangulation of the effectiveness of teaching and learning within the subject area, through regular observations, book looks and other data collection methods
- Ensure that all staff in the team have effective plans to deliver highly effective lessons and schemes of learning
- Regularly review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- Liaise with all appropriate personnel regarding support for student progress, including SENCO, SLT and the home community
- Ensure that all Academy policies are implemented consistently by subject staff

#### **Leadership**

- Support the DoL in leading a team of colleagues in the subject area through aims, objectives and strategic plans for the team which support and complement those of the Academy
- Plan the development of staff expertise to achieve subject action plan objectives

#### **Team Development**

- Support the development and training of subject staff ensuring that their CPD needs are met and staff are constantly growing
- Act as Performance Manager for members of the subject area, carrying out PM reviews in line with the Academy's policy and setting challenging progress targets
- Participate in the recruitment process for members of the subject team
- Ensure effective induction of new staff in line with Academy procedures
- Promote teamwork and to motivate staff to ensure effective relations
- Support and challenge team members, including in circumstances when they are underperforming
- Organise effective team meetings with progress agendas centred on teaching and learning and raising attainment and progress

Teachers are expected to undertake any other duty as the Head of School may determine within the remit of the National Pay and Conditions document or within any other national or local agreement it may supersede.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a regarding of the post.

Person Specification	
<b>Job Title:</b>	KS4 Co-ordinator for English
<b>Line Managed by:</b>	Director of Learning
<b>Date:</b>	September 2019

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Qualified Teacher Status</li> <li>• Evidence of continuing professional development</li> </ul>	Evidence of impact and Leadership
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Experience of having made a contribution to the success of a curriculum area through student outcomes and ethos</li> <li>• Demonstrate experience of improving student outcomes</li> <li>• Understanding of innovative approaches to teaching and learning</li> <li>• In-depth knowledge of the curriculum at KS4 and across the Key stages</li> <li>• Understanding of the National Curriculum and Ofsted Framework</li> <li>• Demonstrable experience of high-quality teaching and learning</li> <li>• Positive effective strategies for behaviour management</li> <li>• Experience of optimising the attainment and progress of students</li> <li>• Ability to use data and ICT effectively to assess performance and raise achievement</li> <li>• Experience of working with children with significant barriers to learning</li> <li>• Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEN / D</li> <li>• Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims</li> <li>• Experience of organising subject-based activities and visits that enrichment the curriculum</li> </ul>	Understanding of the new Ofsted criteria and how this will impact on the curriculum area
<b>Teaching and</b>	<ul style="list-style-type: none"> <li>• Ability to consistency lead a team to</li> </ul>	Evidence of delivering

<b>Learning</b>	<p>deliver high quality learning where progress is achieved</p> <ul style="list-style-type: none"> <li>• Outstanding learning secured for students through outstanding teaching and a calm, orderly environment where students can demonstrate excellent engagement with their learning</li> <li>• The need for all students needs to be addressed and for teachers to be able to take risks which facilitate stretch and challenge</li> <li>• Effective, rigorous and sensitive relationships with students that secure positive emotional health and an excellent culture for learning</li> <li>• Evidence of supporting and challenging underperforming team members</li> </ul>	CPD
<b>Visions and values</b>	<ul style="list-style-type: none"> <li>• Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour and commitment to relentlessly securing those standards</li> <li>• Ability to construct and lead through a rigorous action plan which holds the team to account to support the Academy Strategic Plan and KPIs and the role to be played by the department</li> <li>• A firm belief in the unlimited potential of every student</li> <li>• Vision and values aligned with the Academy's high aspirations and high expectations for children, staff and families</li> <li>• Willingness to engage with parents / carers in order to encourage their close involvement in the education of their children</li> <li>• Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism</li> <li>• Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed</li> <li>• Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students</li> <li>• Strong organisational skills and team building skills</li> <li>• A deep commitment to the safeguarding and wellbeing of all students</li> </ul>	A whatever it takes attitude!



<b>Relationships with Stakeholders</b>	<ul style="list-style-type: none"> <li>• Commitment to working with others to secure the best outcomes for children</li> <li>• Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships</li> </ul>	
<b>Work-related personal qualities</b>	<ul style="list-style-type: none"> <li>• Personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards</li> <li>• Personal and professional integrity, including modelling values and vision</li> <li>• Commitment to support the aims of the HCC Academy Trust</li> <li>• Flexible and able to manage the workload of yourself and your team with competing deadlines, prioritising appropriately, using initiative and maintaining very good humour</li> <li>• Evidence of commitment to and understanding of collective responsibility</li> </ul>	



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## **English Department – September 2019**

Hailsham Community Academy Trust English Department is a dynamic, enthusiastic department; a collaborative approach to teaching and learning is embedded within daily practice and future planning. The Department is committed to continually reviewing and updating units of learning and teaching and learning styles, in order to engage students and facilitate achievement. We believe in providing pupils with an engaging, varied and enriching curriculum. Our skills-based teaching will allow pupils to foster a greater independence in their work and ensure they are fully prepared for the new, more rigorous GCSE. We work towards instilling in our learners a sense of the importance of pursuing continuous learning beyond the classroom and indeed beyond the Academy.

### Curriculum Offer

We currently offer a 2-year KS3 curriculum and a 3-year GCSE curriculum following the AQA syllabus.

In Year 12, we offer A-Level English Language and English Literature studying the Edexcel syllabus.

### Department Team

Tracie May – DOL English  
Claire Cosham – KS5 Co-ordinator  
Melanie Dunnaway – KS3 Co-ordinator  
Alistair Larter – Leading Practitioner  
Claire Croud  
Carley Springett  
David Budd  
Denise Stripp  
Victoria Grigg