

Ysgol Emrys ap Iwan

KS4 English Leader

Full Time from September 2019

Salary : MPS / UPS + TLR TLR2a £2720.00



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Headteacher's welcome message



I would firstly like to thank you for your interest in the post of KS 4 English Leader at Ysgol Emrys ap Iwan. The purpose of this information is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Emrys ap Iwan is an English Medium 11 –18 foundation school in North Wales. We are a school committed to the success of all our learners. Our motto 'Dare to achieve' summarises our desire for all to aspire for success. The school is a TEEP Ambassador School working with the SSAT on the TEEP methodology for learning and teaching.

We are a thriving mixed ability secondary school situated in the town of Abergele. The school serves a community of relatively high deprivation, this just makes the success of our work even more important. The school has excellent links with its feeder Primary schools and is committed to the development of the school and the community.

The school has been on a significant improvement journey and is not complacent about the next stages of its development. The school was placed by Estyn in significant improvement in March 2017. Following good results in the summer of 2017 and 2018 we were revisited and the school was no longer deemed to require significant improvement. We want to ensure that every learner in our school achieves their potential. We want every learner to be able to take their place as a member of the global community.

Our learners are fantastic and our greatest asset. They represent a truly comprehensive intake in terms of ability and preparedness for learning. They are committed to their learning and they are striving to succeed. We also have a very talented team of teaching and support staff who support and challenge every learner to be the best that they can be.

Ysgol Emrys ap Iwan is a great place to work. It is challenging, focused on teaching and learning and dedicated to the well-being of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our learners. We know that our school can only be as good as the workforce within it.

The school is at an exciting stage of development within the changing educational landscape in Wales. If, prior to submitting an application, you would like to see for yourself why we believe Ysgol Emrys ap Iwan is a great school in which to work, then please contact us for a visit.

Yours faithfully

Lee Cummins
Headteacher



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Job Advert



The Governors wish to appoint an outstanding teacher of English who also has the ability to work with and support the Curriculum Leader in ensuring that every learner achieves their potential. The enthusiasm of the teacher for the teaching of English (preferably Language and Literature) is essential.

The Job Purpose of the role is as follows

- To support the Curriculum leader and other TLR post holders within the department to ensure that the department is highly effective in its day to day running.
- To be responsible for the curriculum in Key Stage Four and work with colleagues to ensure the best experiences for our learners.
- To ensure that the standards in Key Stage Four English are maintained and improved upon.
- To support the development of pedagogy and teaching expertise within Key Stage Four.
- To oversee the programme of interventions at Key Stage Four and to support the development of learners. The school is particularly keen to further develop the use of QLA within the department.

We can offer you

- A school on an improvement journey committed to ensuring the best for all our learners and members of the school community.
- A school which is well resourced.

- A learning environment which is supportive.
- A department which is successful and keen to develop further.
- The opportunity to teach English Language and Literature across KS3, 4 and 5 for the appropriate candidate.
- A governing body who are supportive of the direction the school is taking.
- A school open to new ideas.

For further information please contact:

Ms M E Kelly: staff.mek@emrysapiwan.conwy.sch.uk

Information can also be downloaded from the schools website.

Completed application form and letter should be addressed to Mr L Cummins, Headteacher and the closing date for applications is midday on **Friday 26th April 2019**. Interviews to take place the week beginning **Monday 29th April 2019**.

Ysgol Emrys ap Iwan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are an Equal Opportunities employer. The successful applicant will be required to provide an enhanced DBS disclosure.

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Job Description

Core Purpose

The Job Description is currently being updated to reflect the changes to the Teacher Standards in Wales.

ELEMENT	LEADER: KS4 ENGLISH
LINE MANAGEMENT	LINE MANAGED BY: CURRICULUM LEADER: ENGLISH
COORDINATION	COORDINATOR OF: KS4 CURRICULUM TEAM
PROFESSIONAL PRACTICE	<ul style="list-style-type: none"> Promote teamwork within the KS4 curriculum team, and motivate staff to ensure effective working relationships. Act as positive role model for staff within the KS4 curriculum team.
SCHOOL ETHOS AND PRIORITIES	<ul style="list-style-type: none"> Support the vision, ethos and policies of the school and promote high levels of achievement within the curriculum area at KS4. Support the creation and implementation of the school strategic plan, and take responsibility for aspects related directly to the curriculum area at KS4.
OPERATIONAL /STRATEGIC PLANNING CURRICULUM DEVELOPMENT	<ul style="list-style-type: none"> Develop the aims and objectives of the curriculum team at KS4. Lead the team in developing resources, schemes of work, teaching and learning policies and strategies within the curriculum area at KS4. Lead the team in following school and departmental policy, particularly the school's TEEP Learning and Teaching policy at KS4.
STAFFING PROFESSIONAL DEVELOPMENT DEPLOYMENT OF STAFF	<ul style="list-style-type: none"> Identify staff development needs within the KS4 curriculum team and work with the curriculum leader to ensure these needs are met. Engage with appropriate training opportunities to promote professional effectiveness in this role. Undertake performance management Review/s for designated staff within the curriculum team. Support the curriculum leader in making appropriate arrangements for classes when staff are absent from KS4 classes. Participate in the school's ITE, NQT and EPD programmes as required, linking with nominated subject mentors as appropriate.

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SELF-EVALUATION AND MONITORING	<ul style="list-style-type: none"> • Support the effective operation of the school's established monitoring systems within the KS4 curriculum area, and to instigate additional monitoring as the need arises. • Establish common standards of practice within the curriculum area at KS4. • Contribute to the school's lesson observation and monitoring systems as required. • Monitor and evaluate the KS4 performance of the curriculum area in line with the agreed school procedures, including annual self-evaluation reports and examination reports. • Contribute to the production and evaluation of the annual curriculum improvement plan, as it relates to KS4.
LEARNER PROGRESS AND USE OF LEARNER PERFORMANCE DATA	<ul style="list-style-type: none"> • Support the process of setting targets within the curriculum area at KS4 and work towards their achievement • Make use of analysis and evaluate KS4 learner performance data provided. • Ensure staff within the team meet deadlines in terms of data collection. • Monitor the overall progress of learners within the curriculum area at KS4, providing structured opportunities for staff to discuss progress of individuals and groups, and to take action in the light of such discussions in order to improve performance, linking with pastoral leaders and LG as appropriate. • Monitor attendance, punctuality and behaviour of learners within curriculum area at KS4, providing structured opportunities for staff to discuss progress of individuals and groups, and to take action in the light of such discussions in order to improve performance, linking with pastoral leaders and LG as appropriate.
COMMUNICATION AND LIAISON	<ul style="list-style-type: none"> • Ensure all members of the curriculum team are familiar with its aims and objectives at KS4. • Ensure effective communication operates within the KS4 team on a day to day basis. • Communicate with the Line Manager. •
MANAGEMENT OF RESOURCES	<ul style="list-style-type: none"> • Manage the available resources, of materials and equipment within the curriculum area at KS4 liaising with curriculum leader.
TEACHING AND LEARNING	<ul style="list-style-type: none"> • Develop effectiveness of teaching and learning within the curriculum area at KS4 in line with the school's TEEP Learning and Teaching Policy • Ensure that teaching and learning is the prime function of the team and that it always features on meeting agendas. • Lead the development of effective models of teaching, learning and assessment at KS4 as set out in the TEEP Learning and Teaching policy and expanded in the job description of 'Teacher'.

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Safeguarding Young People



We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

- a. An enhanced DBS disclosure;
- b. Checks of professional status (GTCW; QTS etc.);
- c. Confirmation of professional qualifications;
- d. Receipt of strong references (if not received by the time of interview); and
- e. Medical clearance

2. We only accept applications completed on the Ysgol Emrys ap Iwan or Conwy application form with a covering letter. Please do not send CVs or open testimonials. More detail about the content of applications is provided in this pack.

3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.

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Procedure for Application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a **concise** letter of application. This should be typed or word-processed and should include the following information:

1. A brief outline of what you have achieved in your present post
2. A statement about why you want this job.
3. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within the information sent to candidates.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr Lee Cummins (Headteacher), to arrive **no later than midday on Friday 26th April 2019**. Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please note that we will only consider applications submitted on the school's application form.

Interviews will take place during the week commencing **Monday 29th April 2019**. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Ms M E Kelly, Administration Manager.

Tel: 01745 832287

Fax: 01745 826268

E-mail: staff.mek@emrysapiwan.conwy.sch.uk

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