Dear Applicant,

Thank you for your interest in the position of Head of English.

**Salary Scale**

Teachers’ Main Pay Scale / Upper Pay Scale + TLR 1b (£10,201).

**Contract**

Permanent

**Background Information**

Lymm High School is a high-performing 11-18 secondary school with exceptional resources, including a swimming pool, leisure complex and our own residential centre in Anglesey.

We are looking for a Head of English confident enough to lead a department that already performs very well and capable enough to make it one of the very best in the country.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school’s application form. Applications will be shortlisted for interview and the HR Officer will contact those selected regarding the time and venue. Applicants who have not been contacted within two week of the close date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on Friday 26th February will not be considered.

**Interview Dates**

TBC

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Lymm High School policies and practices to ensure learners are safeguarded and protected.

If you have any questions please contact us on 01925 755458 or email recruitment@lymmhigh.org.uk.

Thank you again for your interest in working at Lymm High School. We look forward to hearing from you.

JOB DESCRIPTION

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| Job title | **Head of English** |
| Reporting to | **Assistant Headteacher**  |
| The information contained below is to help staff understand and appreciate the nature of their post and the role they are to play in the organisation. However, it should be noted that, whilst every effort has been made to outline all the duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.1. You are required to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
2. You are required to carry out such particular duties which form part of the current School Teachers’ Pay and Conditions Document as the Headteacher may reasonably direct from time to time.
3. In addition, you are required to undertake the following responsibilities for which you are paid your management allowance:
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| **Key Tasks and Accountabilities** | **Strategic Leadership** * Identify areas for improvement within the faculty and contribute to school self-evaluation and improvement planning.
* Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school’s leadership.
* Develop and implement policies and practices, including performance management, that reflect the school’s commitment to high achievement.
* Analyse current performance of students in the subject throughout the faculty and devise strategies for improving standards further.
* Establish, with the involvement of your line manager, plans for developing and resourcing the faculty to bring about continuous improvement in teaching and learning to promote student achievement.
* Monitor the progress being made towards targets established in subject planning.
* Evaluate the effects of the faculty’s work on standards of learning and teaching.
* Ensure outstanding teaching throughout the faculty.
* Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.

**Teaching and Managing Pupil Learning** * Manage resources efficiently so that teaching and learning is effectively supported in the faculty.
* Oversee planning/schemes of work in the faculty.
* Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.
* Monitor implementation in the classroom through regular monitoring in-line with the whole-school systems.
* Ensure teachers are clear about teaching objectives and provide guidance on methodology.
* Ensure all ability students are well-catered for.
* Develop and sustain students’ communication, literacy and numeracy skills through the subject.
* Keep abreast of new curriculum thinking, teaching methods and examination syllabuses.
* Be aware of developments not only at KS3, 4 and 5 but also at KS2.

**Assessment and Evaluation** * Establish and implement clear practices for assessing, recording and reporting on student achievement in-line with school policy.
* Monitor pupil standards and achievement against annual targets and track progress across the faculty.
* Lead the implementation of intervention strategies to ensure outstanding pupil progress.

**Development*** Role model outstanding classroom practice.
* Achieve constructive working relationships with students and staff.
* Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
* Promote links and co-operation with other departments/faculties. Encourage department involvement in school-wide initiatives and in the development of the whole school policy.

**Relationship with Parents and the Wider Community** * Establish excellent and effective communication with parents.
* Help develop links with the local community to extend and enhance the work of the department.
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard.
* Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* To promote the area of responsibility within the school and beyond.
* To represent Lymm High School at events as appropriate.
* To support and promote Lymm High School’s ethos.
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
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REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

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| JOB TITLE | GRADE |
| Head of English | MPS/UPS + TLR 1b |

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked ‘E’ are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

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|  | Necessary requirements | Essential / Desirable |
| **Qualifications and experience** | A degree or equivalent in English | E |
| PGCE/QTS or equivalent | E |
| Masters degree or similar in a relevant subject | D |
| The ability to teach English to A’ level  | E |
| Demonstrable track record of delivering excellent student outcomes  | E |
| Experience of a middle leadership role within an English department | E |
| Experience of carrying out monitoring and evaluation of departmental colleagues, including appraisal | D |
| Experience of leading CPD activities for colleagues | D |
| Evidence of successfully developing the practice of other colleagues | D |
| **Skills and Abilities** | To be able to teach lessons which are consistently good or outstanding | E |
| To use a variety of techniques to engage students and ensure good standards of behaviour | E |
| A passion for developing effective pedagogical practice across all key stages, and the ability to consistently demonstrate this to others | E |
| To work well in a team, contributing ideas and assisting with faculty procedures | E |
| To demonstrate a professional manner | E |
| To use own initiative, make decisions and respond to problems | E |
| To contribute to the wider life of the faculty and school, supporting extra-curricular and intervention initiatives | E |
| To become involved in curriculum development and increase the profile of the faculty within the school | E |
| To demonstrate competence and interest in using ICT in the classroom | E |
| **Professional knowledge and understanding** | Secure understanding of how to raise achievement at faculty level, including effective use of data | E |
| Knowledge and understanding of the statutory requirements of legislation concerning equal opportunities, disability, child protection health and safety and safeguarding | E |
| Understanding of how to use data to analyse past and current performance in order to improve outcomes | E |
| Up-to- date knowledge of latest specifications and curriculum developments in all key stages, including KS2 | E |
| Understanding of the latest evidence and thinking regarding effective practice in English teaching and assessment and what this looks like in the classroom | E |
| Experience of using other data packages (e.g. FFT, SISRA, ALPS) at the departmental level of analysis | D |
| **Personal qualities** | A genuine respect for, and motivation for working with, young people, a commitment to inclusive education and a willingness to respond to the needs of all  | E |
| To be totally committed to continually improving the education of our students | E |
| The capacity for sustained hard work and resilience | E |
| A strong commitment to improving outcomes for all students and the drive and determination to make this happen | E |
| The ability to lead, motivate and inspire and to build warm and effective professional relationships with staff, students and parents | E |
| Commitment to extra-curricular activities and revision opportunities outside the classroom, within the faculty | E |
| Ability to show initiative and work independently, as well as part of a team | E |
| Excellent organisational skills | E |
| Reliability, professionalism and integrity | E |
| **Other requirements** | Enhanced DBS Disclosure | E |