

# Head of English

Information Pack  
[March 2019]

## Head of English

March 2019

Dear Applicant

Thank you for taking an interest in working with us at Kingsdown School. In September 2017 I took over the Headship. This was the Headship that I had been waiting for. I joined the School at the same time as a new Chair of Governors as well as the School becoming an official partner of the River Learning Trust. So these are very exciting times. A recent review with our teams showed that everyone firmly believes that we have made significant progress. As a team we are immensely proud of what we achieved together.

In January 2018 we set the new vision – “a school of excellence bursting with pride and ambition” as well as a new mission statement – “to champion each and every student”.

Supported by a talented and rewarding team, you will lead a high quality department that facilitates and encourages a learning experience that gives students the opportunity to achieve their individual potential.

So if you are an outstanding practitioner who is passionate about making learning effective and enjoyable, have the highest levels of integrity as well as excellent communication skills and can contribute to our journey of rapid improvement we would love to hear from you and encourage you to apply. In return we can offer a supportive and rewarding working environment and a real commitment to professional development.

This is clearly a really exciting time to be joining Kingsdown School. We are a School on a relentless journey to excellence. If you think you have the enthusiasm, passion and dedication to support us and our teams, then I would strongly encourage you to apply.

Yours sincerely



Emma Leigh-Bennett  
Headteacher

**Job Role:** Head of English  
Full time  
**Salary:** TLR 1(3) £11,473  
**Start date:** September 2019

The Governing Body, Trust and Headteacher seek to appoint an exceptional and passionate practitioner of English to lead our English Department.

Kingsdown School is at a very exciting stage in its history. From September 2017 we welcomed a:

- New Headteacher
- New Chair of Governors, and we
- Became an official partner of the River Learning Trust

**In January 2018 we set the new vision – “a school of excellence bursting with pride and ambition” and a new mission statement – “to champion each and every student”**

We are looking for an excellent classroom teacher with strong specialist knowledge of English with a track record of delivering successful outcomes, raising attainment and improving rates of progress in English. You will have the ability to lead, motivate and develop a department of talented hard working teachers.

**We can offer you:**

- the opportunity to work with an incredibly strong, talented and committed team
- excellent facilities and resources including your own classroom
- an ambitious and dedicated student community with supportive parents
- high quality CPD to develop your career
- extended opportunities to network across the RL

Kingsdown School is part of a Multi Academy Trust and joined the River Learning Trust on the 1st September 2017. The successful applicant will join the School as a River Learning Trust employee.

For any enquires, please contact [recruitment@kingsdownschool.co.uk](mailto:recruitment@kingsdownschool.co.uk) or telephone the HR Department on 01793 837087. Applications will only be accepted on a Kingsdown School application form via [eteach.com](http://eteach.com) or [tes.com](http://tes.com).

If you would like to arrange a visit or telephone call with Emma Leigh-Bennett (Headteacher), please contact Jude Carter, PA to the Headteacher - [jcarter@kingsdownschool.co.uk](mailto:jcarter@kingsdownschool.co.uk). Visits are available on Monday 1<sup>st</sup> April at 11am and Wednesday 3<sup>rd</sup> April at 2pm (by appointment).

If you have not heard from us shortly after the closing date please assume you have not been successful on this occasion.

**Closing date for completed applications is Monday 22<sup>nd</sup> April 2019 at 11.59pm.**

**Interview date – Friday 26<sup>th</sup> April 2019.**

**No agencies please. CVs will not be accepted.**

Kingsdown School is a mixed 11-16 Academy situated on the eastern outskirts of Swindon. The most recent OFSTED inspection commented “*Leaders provide a curriculum that is broad and balanced. A notable strength of the school is its care for pupils facing particular difficulties, the work the school does to support pupils’ personal development and well-being is good.*”

**Kingsdown School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.**

[www.kingsdownschool.co.uk](http://www.kingsdownschool.co.uk)  
**We champion each and every student**



## Kingsdown School Job Description

<b>Post Title:</b>	<b>HEAD OF ENGLISH</b>
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li><li>• To be accountable for student progress and development within the subject area.</li><li>• To develop and enhance the teaching practice of others.</li><li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li><li>• To be accountable for leading, managing and developing the subject/curriculum area.</li><li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li></ul>
<b>Reporting to:</b>	Director of Learning
<b>Responsible for:</b>	Key Stage Leaders, teaching staff and other relevant personnel within the department.
<b>Liaising with:</b>	Other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
<b>Working Time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	TLR 1(3) currently £11,473
<b>Disclosure level</b>	Enhanced
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"><li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li><li>• The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li><li>• To actively monitor and follow up student progress</li><li>• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li><li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li><li>• To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, AIP/SIP and the aims and objectives of the School.</li><li>• To link with the Department Leaders/Key Stage leaders within the department to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.</li><li>• In conjunction with the Leader of ICT to foster and oversee the application of ICT in the curriculum area, including the development of materials for personalised learning.</li><li>• To develop Literacy across the Curriculum.</li><li>• To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.</li></ul>

<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>To liaise with the Deputy Head Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.</li> <li>To be accountable for the development and delivery of curriculum area subject(s).</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>To lead curriculum development for the whole department.</li> <li>To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To liaise with the Deputy Head Curriculum to maintain accreditation with the relevant examination and validating bodies.</li> <li>To be responsible for the development of Key Skills in the curriculum area.</li> <li>To ensure that the development of curriculum area subjects is in line with national developments.</li> </ul>
<b>Staffing</b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>To work with the Deputy Head Teaching &amp; Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To be responsible for the efficient and effective deployment of the department's technicians/support staff.</li> <li>To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li> <li>To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>To participate in the school's ITT programme.</li> <li>To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems.</li> <li>To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>To contribute to the School procedures for lesson observation.</li> <li>To implement School quality procedures and to ensure adherence to those within the department.</li> <li>To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To ensure that the department's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>To make use of analysis and evaluate performance data provided.</li> <li>To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>To produce reports within the quality assurance cycle for the department.</li> </ul>

	<ul style="list-style-type: none"> <li>To produce reports on examination performance, including the use of value-added data.</li> <li>In conjunction with the relevant Senior Leader, to manage the department's collection of data.</li> <li>To provide the Governing Body with relevant information relating to the department's performance and development.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To ensure that all members of the department are familiar with its aims and objectives.</li> <li>To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>To represent the department's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>To work with the Deputy Head Teaching &amp; Learning in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>To monitor and support the overall progress and development of students within the department.</li> <li>To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>To contribute to SMSC, citizenship and enterprise according to school policy.</li> <li>To ensure the Behaviour Policy is implemented in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>
<p><b>Other Specific Duties:</b></p> <p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other duty as specified by School Teachers Pay and Conditions Board not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Employee Signature:

Date:

Manager Signature:

Date: