

Dear Candidate

**RE: Head of English**

Thank you for expressing an interest in the position of **Head of English** within our school. I hope that you find the enclosed information useful in forming your views of learning community at The Oaks Academy.

This is an exciting position for a suitably qualified candidate and it is a chance to be a part of a new, forward thinking, dynamic and highly motivated curriculum team. We would also be willing to consider a role on the Senior Leadership Team for the right candidate. Our academy is on a continued journey of school improvement and we are committed to working hard to ensure that all of our students are best prepared, when they leave us at 16, for the challenges that lie ahead.

Please find enclosed the following information to help you formulate your application:

- Copy of advertisement
- Departmental Information
- Person Specification
- Generic job description
- Head Teacher's Welcome
- Safeguarding Framework and Child Protection Policy
- Application Form

If you are interested in applying for the post, please contact Leanne Takaki via email at [ltakaki@theoaksacademy.co.uk](mailto:ltakaki@theoaksacademy.co.uk) to advise her of your interest. Please complete the application form and submit a full letter of application of no more than 2 sides of A4, font 11, by Noon on **17<sup>th</sup> October 2019** either via e-mail to [ltakaki@theoaksacademy.co.uk](mailto:ltakaki@theoaksacademy.co.uk) or by post addressed to Leanne Takaki, Business Manager, The Oaks Academy, Buchan Grove, Cheshire CW2 7NQ. Interviews for this post will take place the following week.

I hope that your research leads you to the conclusion that you wish to be a part of our team and therefore I look forward to receiving your letter of application. If you have any questions or queries about our school or the application process, please do not hesitate to e-mail [ltakaki@theoaksacademy.co.uk](mailto:ltakaki@theoaksacademy.co.uk).

The Oaks Academy is a learning community which passionately believes in empowering its staff in order to empower its students. Our strongest resource is our staff and therefore we require passionate, resilient and dedicated professionals to help meet the needs of the 21<sup>st</sup> Century learner. We look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely

L Takaki  
Business Manager

The Oaks Academy  
GENERAL INFORMATION FOR  
APPLICANTS  
FROM  
THE HEAD TEACHER

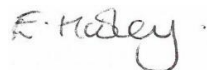
Thank you for expressing an interest about finding out more about our school. We strive to provide an aspirational, challenging and supportive environment where each student is expected to aim for the highest standard in all aspects of school life and beyond. We have made significant strides in our school transformation and seek to appoint staff that understand the culture and climate of the school, our community, and the wider educational environment. We are currently in consultation to become part of Congleton Multi Academy Trust. This gives staff a unique opportunity to work alongside colleagues in another secondary school and to gain support when necessary. We are excited about becoming part of the Trust and what this will mean for us in improving the outcomes of all of our students. As Head Teacher I really do feel blessed to have such a supportive, resilient and engaged staff team and I hope that you will wish to move forward on your application and look to join us in due course.

The Oaks Academy is a mixed gender 11 – 16 academy, with around 440 pupils, that opened in January 2016. Schools on this site have served the community of Crewe for many years. It is situated in the south western part of Crewe and shares a pleasant campus with Cheshire College South and West and Gainsborough County Primary School. The playground and recreational areas around the school offer a safe and secure environment to all students. We offer a full range of GCSE subjects, which students begin studying at the beginning of Year 10. The academy is currently sponsored by Crewe Multi Academy Trust, founded by Cheshire College South and West, but as is stated above, we hope to be re-brokered into Congleton Multi Academy Trust shortly. The school is also part of the Chimney House Teaching Alliance.

As a prospective member of staff, you would be joining us at an exciting time and the opportunities for career development are extensive. Not only would you have access to a personalised CPD programme to support your development as a practitioner in the classroom, but you would also have access to leadership CPD programmes, within the teaching school alliance, to support any future career development plans.

I would encourage you to visit our website ([www.theoaksacademy.co.uk](http://www.theoaksacademy.co.uk)) to get a fuller understanding of life here at The Oaks Academy and if you have any questions that you would like to ask please do not hesitate to contact me directly on [ehooley@theoaksacademy.co.uk](mailto:ehooley@theoaksacademy.co.uk). I very much hope that you want to join our team and I look forward to receiving an application from you in due course.

Mrs. Emma Hooley



Headteacher



INSPIRE · BELIEVE · ACHIEVE

## **The Oaks Academy**

### **Head of English**

**Salary Scale:** MPS/UPS  
**TLR:**  
**Responsible to:** Headteacher  
**Start Date:** January 2020

#### **English Department**

The English Department has seen a number of changes over the past three years. We are looking to establish a new, resilient, forward thinking and dynamic team of individuals who are committed to promoting a 'love of English' across the school. This appointment is crucial in ensuring that outcome and is a key strategic role across the school (hence the opportunity to become part of the Senior Leadership Team for the right individual). An enormous amount of work has been done to overhaul schemes of work at Key Stage 3 and 4 to ensure that, all students, are enthused, engaged and challenged at all times. And, most importantly, that they are best prepared for the rigour of the new curriculum demands at Key Stage 4.

The department is made up of five staff, two of which are the Headteacher and the SENDCO. All members of staff have their own classroom equipped with an interactive white board. AQA specifications for both English Language and English Literature are currently taught in Years 10 and 11.

It is vital that the appointed leader is able to: foster a culture of outstanding teaching and learning, a desire amongst the team to work towards shared vision and goals and encourage the aspirations of all students through their commitment to English.

## **Job Description**

### **Core purpose:**

To take overall responsibility for the development of the English faculty and to ensure that outcomes in English are at, or above, national standard.

To work alongside the Head, Senior Leadership Team and fellow Curriculum Team Leaders to take shared responsibility to ensure:

- The general good order and discipline of the Academy and in the implementation of all policies.
- All staff have a clear understanding of the vision, aims and ethos of the Academy and an awareness of its role in the community
- The quality assurance and Academy self-evaluation procedures are established and implemented for all aspects of the work of the Academy and used to inform
  - the Academy Improvement Plan
  - the Academy Self-Evaluation Form
  - reports to stakeholders
  - returns to the DfE and additional agencies

### **Specific Responsibilities:**

Every member of the Middle Leadership Team works to secure outstanding achievement and ensure effective safeguarding and promoting of student well-being, in line with the Academy's aspirations, including in their own teaching. The Head of English will:

#### **In Leading the English Curriculum Area:**

- Provide strong leadership to the English Department to ensure that teaching and learning is consistently good or better
- Ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages
- Develop an innovative and progressive curriculum in English lessons which is supported by a vibrant programme of extracurricular and enrichment activities
- Performance manage robustly all leaders, teachers and support staff in the English Department so that ambitious targets are met and there is a clear link between pay and progression
- Make sure that teaching and learning meets the needs of all students
- Maintain an up to date knowledge of new initiatives and incorporate elements into the English strategy as appropriate.

- Ensure that all statutory requirements of the National Curriculum within English are met including the promotion of SMSC and core British Values.
- Review, evaluate and improve the design and delivery of the English curriculum on an ongoing basis.
- Incorporate assessment into all aspects of curriculum planning
- Ensure that assessments are rigorous and standardised and that assessment information and data are used effectively to target teaching, intervention and departmental strategy

#### **Key Responsibilities:**

- Lead the successful delivery of English across the academy
- Inspire and enthuse members of the team, with a clear vision for the future direction of the English Department
- Undertake regular audits and quality assurance checks within English to ensure that the highest standards are being achieved in all aspects of the department's work
- Monitor standards of teaching and learning within the department and implement strategies for sustained improvement
- Oversee and support the professional development of all staff within the department through training and sharing of good practice opportunities
- Safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas
- Lead the development of differentiated schemes of work at KS3, KS4 so that every young person makes progress in their learning
- Keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate
- Lead the department's strategic planning and self-evaluation processes.
- Provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate
- Promote and lead on the delivery of all extra-curricular activities
- Act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership
- Co-ordinate the resources of the Department, giving support and guidance to relevant staff
- Complete all administrative tasks in a timely and accurate manner
- Ensure that appropriate arrangements are made for examination entries and statutory requirements
- Assume any other reasonable duties as needed and as directed by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task may not be identified. The teaching/contact time associated with this

post is to a maximum of 38 hours out of a possible 50 one hour lessons (over a two week period).

### **Application Process**

The closing date for applications is 12 noon on **17<sup>th</sup> October 2019**.

Shortlisting will be completed on the afternoon of **17<sup>th</sup> October 2019** with interviews held on **22<sup>nd</sup> October 2019**.

Application forms can be found under Vacancies at [www.theoaksacademy.co.uk](http://www.theoaksacademy.co.uk). Completed application forms along with a covering letter should be sent:

#### **By email**

[ltakaki@theoaksacademy.co.uk](mailto:ltakaki@theoaksacademy.co.uk)

#### **By Post**

Mrs. L Takaki  
The Oaks Academy  
Buchan Grove  
Crewe  
Cheshire  
CW2 7NQ

***The Oaks Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to provide a DBS Disclosure.***