



HEAD OF ENGLISH

**FULL-TIME PERMANENT POST
FROM SEPTEMBER 2019**

MPS/UPS + TLR 1e

Applications to be received by midday

- Tuesday 21st May 2019

‘Working together to achieve success’

www.josephrowntreeschool.co.uk

contact@josephrowntree.york.sch.uk



*'Working together to achieve
success'*

Dear Prospective Applicant

Welcome to The Joseph Rowntree School. Please read the information about the school contained in this letter prior to completing your application.

GENERAL INFORMATION

The Joseph Rowntree School is an oversubscribed 11-18 mixed comprehensive of 1,268 students including 179 in the Sixth Form. It is situated to the north of the attractive and historic city of York, in the village of New Earswick. It is 500 metres from the outer ring-road (A1237) and is easily accessible from the towns and villages of the Vale of York, or the cities of Leeds and Hull.

In 2017 we achieved the best ever set of GCSE results in terms of progress measures for our students. Students achieved very highly in the new more rigorous English and Maths GCSEs and it is worth noting that one student achieved 3 Grade 9s, only one of 2,000 in the country to do so. We also achieved a positive Progress 8 score which is a real reflection of the hard work of students, staff and parents to achieve these outcomes for our learners. We were also delighted with the large number of students gaining A and A* grades, with over 20% of all grades being 8/9/A/A*. This success is also reflected in a very successful set of results at AS and A Level, where again, as well as many notable stories of individual success, our progress measures place us as a very high performing Sixth Form in the top 25% of the country. We are delighted with this well-deserved success for our students, and are determined to build on this and continue to improve the learning experience for students at The Joseph Rowntree School. There are new challenges ahead; this year our current Year 11 will take the new GCSEs in a range of subjects whilst Year 10 will begin the new specification in all their subjects.

ORIGINS

The original school opened in 1942 as a model school in the North Riding. It was built on land provided by the Joseph Rowntree Trust. It continues to have voluntary controlled status with four governors from the Joseph Rowntree Foundation. It is, however, a non-denominational LA school. Since its illustrious origins the school has expanded considerably in phases to meet the demands of a changing educational scene and increased population.

GROUND AND BUILDINGS

The school is set in very extensive attractive grounds and playing fields. We have an excellent learning environment and superb facilities, including a 3D Lecture Theatre.

THE EDUCATIONAL CONTEXT

The school is part of the City of York Council's education provision. York is a unitary authority, characterised by forward-looking leadership and a desire to work in partnership with its schools and parents. The school shares this aim. There is a close network of effective working relationships in this relatively small LA. The school also has close links with its six main link primary schools. There is a school wide broadband network extending into all classrooms.

OUR STUDENTS

The students are of above average ability with many from higher socio-economic groups. That said, we are fully comprehensive and proud of it. Approximately 8% of students receive free school meals and there are 240 on the SEN register, 26 of whom have an Education & Health Care Plan. Equally, there are students with talents and ability to rank with the best in the country. The intake is largely from the villages of New Earswick, Haxby and Wigginton, with increasing numbers from within the historic city boundary. Our students are friendly, confident, articulate, hard working and well motivated. Our strong pastoral and behavioural systems help meet their needs and ensure that they fulfil their potential.

OUR STAFF

The school is lucky in having a forward thinking and reflective teaching and support staff. There is a wide range of age, experience and expertise. We are friendly, welcoming and helpful. We set a high priority on professional development and job satisfaction. Everyone works very hard and there is a genuine concern to provide high quality education for all of our learners. Working at The Joseph Rowntree School is rewarding and there is a strong induction programme for new staff. Developing best practice is a real focus at the school. We have a Learning Team which supports colleagues in their CPD and professional development.

ORGANISATION

There is a simple academic structure based on departments. Guidance and welfare is based on a House system with a Sixth Form. There is a great emphasis placed on teamwork and collaborative working. Leaders at all levels are expected to provide leadership and support to their teams. There is a supportive Governing Body composed of a range of talented people. As Headteacher I am a great believer in openness, consultation and collaboration with colleagues. The Senior Leadership Team consists of the Head, two Deputy Heads, three Assistant Heads, two Associate Assistant Heads and a School Business Manager.

CURRICULUM

The full range of subjects typical of comprehensive schools is available in the school. Currently there are around 30 different AS/A2 subjects available in the Sixth Form with a small degree of collaborative arrangements with the neighbouring Huntington School. Extra curricular provision is wide ranging, with particularly high engagement in Sport, Drama and Music. A strong emphasis is placed on assessment and the tracking of students against 4 Levels progress from KS2 to KS4 or ALPS targets in KS5. We currently have Gold ArtsMark status that demonstrates our commitment to providing opportunities in Art and the Performing Arts subjects. All subjects continue to be equally valued, notwithstanding the particular focus on English and Maths. We take pride in ensuring our curriculum offer at all stages meets the needs of all students. Since 2010 we have developed an enhanced resource provision for students on the Autistic spectrum, one of only two units in the City; our philosophy is to allow such students to access as much of the whole-school curriculum as possible in order to match their needs.

IN CONCLUSION

The Joseph Rowntree School is a hard working community with a high level of cohesion and mutual support. It is a civilised school with high expectations of work and behaviour. The students are treated with respect and care, and are expected to do the same in return. Relationships are good.

We always seek to appoint staff with intelligence, enthusiasm, and a willingness to be committed to the students' education. You should like and understand children, but be prepared to demand high standards from them.

Please note that this is a totally no smoking school, which is committed to equal opportunities and investing in its staff.

APPLICATION INFORMATION

Please read our 'How to Apply Guide' which will explain the application process from completing the application form through to appointment. We can accept application forms electronically so please email your application once completed to:- raw@josephrowntree.york.sch.uk.

We do try to acknowledge receipt of all of the applications we receive but it is advisable that you request a read receipt due to the number of applications we receive. Please accept my thanks in advance should you decide to apply.

Our policy in relation to expenses when attending an interview is that the school will not reimburse any costs incurred.

Further information about the school is available on our website at www.josephrowntree.co.uk

Thank you for the interest you have shown in The Joseph Rowntree School.

David Hewitt

Headteacher

IMPORTANT INFORMATION

Shortlisting

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Shortlisted candidates will be contacted and invited to interview. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.

Due to the volume of applicants, **we are unable to give feedback to non-shortlisted candidates.**

Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The Joseph Rowntree School is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

Photographic proof of identity will also be required.

Disclosure & Barring Service

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their ID and other relevant documents when they arrive at school.

Safeguarding

The Joseph Rowntree School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete a Work Health Assessment Form. This will be sent with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

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Induction and Continuous Professional Development

The Joseph Rowntree School is committed to developing its staff and is proud of the approach it takes to supporting appropriate staff development. Staff are fully inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at The Joseph Rowntree School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

School Policies

All school policies are available on our website or upon written request.

Person Specification — Head of English

Attributes	Essential	Desirable	How Identified
Education and Training	Relevant Degree (good honours) QTS status	Postgraduate or relevant qualification. Evidence of recent relevant professional development activities	Application / Interview
Leadership and Management Skills	Ability to set high standards and provide a professional role model for staff in the teaching and learning of the subject. Ability to set clear aims, direction and purpose for the subject and to lead staff to achieve identified developments. Creative approach to curriculum development . Ability to support, guide and motivate others. Ability to devolve responsibilities and delegate tasks, as appropriate. Good organisation and proven administrative experience. Ability to manage all aspects of Departmental assessment including; analysis and review	Ability to identify professional development needs and encourage continuing professional development, plan and organise CPD. A good level of ICT skills and understanding of the ways in which ICT can be used to enhance the teaching and learning of students and to monitor student progress.	Application / Interview
Curriculum Experience	Good knowledge of current curriculum developments. Proven experience as an excellent classroom practitioner. An in-depth understanding of the nature of the English curriculum and its relationship to the curriculum as a whole. Good knowledge and understanding of the characteristics of high quality teaching in English and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils. Knowledge and understanding of how evidence from a variety of sources can be used to inform expectations, targets and teaching approaches in the subject.	Experience of leading a curriculum development.	Application / Interview
Personal Qualities	A capacity to work under pressure with leadership and good humour. Attention to detail and a proven capacity to finish a task. Excellent interpersonal skills.		Application / Interview
Safeguarding children	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Sound attitudes to the use of authority and maintaining discipline.		Application / Interview

JOB SPECIFICATION - HEAD OF DEPARTMENT

Post: Heads of Department of English, Maths, Science, Modern Languages, ICT, Design Technology, Food/Textiles, Art, Music, P.E., History, Humanities, Geography, R.E., Business Studies, Drama, Sociology, General Studies and Enterprise, Psychology, Hair and Beauty

Purpose:

- To drive for achieving successful results and progress for all students.
- Leading and managing the departmental team to ensure high quality teaching and learning in the subject area.
- Developing approaches to teaching and learning within the department and contributing to the middle leaders network.
- Contributing as a middle leader to the ethos, policy and practice of the school.

Main Responsibilities:

- To provide vision and direction for teaching and learning in the department, leading colleagues in working to meet agreed teaching and learning targets.
- Provide a framework for effective teaching and learning of all students of all abilities through current and relevant schemes of work and policies.
- To promote school systems to raise student achievement and maintain high standards of student work and behaviour through positive approaches to their work, supported self discipline, the monitoring of individual performance and other assessment procedures.
- To offer staff support and development through the monitoring and evaluation of the effectiveness of teaching and learning and standards of student performance.
- To contribute to the selection, induction and development of newly qualified teachers and staff new to the school.
- To lead department meetings.
- To attend and contribute to the meeting of the Heads of Department and Extended Leadership Team.
- To advise the Headteacher on the performance of the department from self-evaluation based on performance data, lesson observation, work trawls and students' views.
- To plan for the improvement in teaching and learning in the department and contribute to whole school planning.
- To ensure that financial and other resources are deployed effectively including appropriate delegation and allocation of roles in the departmental team.
- The efficient organisation of teacher assessments and examination entry procedures as they affect the department.
- Monitoring the progress of all students and arranging intervention when necessary.

(Differences in size of TLR payments to those post-holders are related to the size of each department and consequent responsibility for teaching and support staff).

THE JOSEPH ROWNTREE SCHOOL



THE ENGLISH DEPARTMENT

There are ten members of the department, all of whom are dedicated to providing lessons of the highest quality for our students. All are very experienced and with designated responsibilities, including an ITT coordinator. Drama and media are taught separately from English but are implicit within the KS3 curriculum through our units exploring Shakespeare.

The English Department is housed in The Blake Suite on the second floor of the school. The space is a modern environment and all classrooms are fully equipped with interactive whiteboards and resources. We are also very lucky to have a well resourced Learning Resource Centre with a high proportion of constantly up-dated fiction, non-fiction and reference books, which provides a pleasant working atmosphere for groups or individuals. The LRC also has access to a number of computers and online systems including Accelerated Reader. Developing a love of reading is a fundamental for the department and we ensure that we fully invest in enabling this to happen.

All year groups are streamed by ability except for the Year 7 cohort. The Key Stage 3 curriculum has recently been revised and covers an engaging variety of units with clear progression into GCSE. Our topics include: Detective Fiction, Gothic Fiction, Science-Fiction, creative writing and three Shakespeare plays over the course of the Key Stage. We also ensure good use of the LRC with one lesson in each fortnightly cycle dedicated to use of the LRC. We monitor and track students closely in order to support and challenge learners of all abilities. It is our core aim to create a love of English Language and Literature in our students while still preparing them for the demands of the wider world.

At Key Stage 4 we offer AQA English Language to all students as well as AQA English Literature. We are widely stocked with exam texts and so offer a variety of topics including: Jekyll and Hyde, A Christmas Carol, An Inspector Calls, Lord of the Flies, Macbeth and the Power and Conflict selection of GCSE poems. We have a successful track record in our results with a P8 score of 0.27 for English Language and 0.47 for English Literature.

At present at A Level, we offer AQA English Literature (Specification B) and AQA English Language. Uptake onto A Level courses is good and is increasing each year. The department has also been very successful with an ALPS score of 2 in both Language and Literature.

If you were successful, you would be joining a highly experienced, successful and supportive department whose members are used to working collaboratively to help students reach the highest standards.

THE JOSEPH ROWNTREE SCHOOL



SCHOOL VISION AND VALUES

- Excellence in everything that we do.
- The best possible outcomes for all of our learners – maximising potential.
- Respect for all individuals within and beyond our school.
- Outstanding teaching that inspires a love of learning within and outside the classroom.
- The importance of preparing our students to make an active contribution to the wider world.
- Kind and considerate Behaviour for Learning.
- Being creative and nurturing talent in all of its different forms.
- Being resilient, having self belief and working hard to achieve your goals in life.