



**CRESSEX  
COMMUNITY  
SCHOOL**

**DIRECTOR OF ENGLISH  
CANDIDATE INFORMATION PACK**

**JANUARY 2019**

[www.cressex.org](http://www.cressex.org)



## CRESSEX COMMUNITY SCHOOL

Headteacher: Mr D Hood BA Hons  
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January 2019

Dear Colleague,

### **Director of English**

Thank you for your interest in this important post. English is a subject crucial to the success and life chances of our students. This is an opportunity really to “make a difference”!

Our English department goes from strength to strength. The department is very well-resourced. Students respond well to expert teaching and are enthusiastic about the subject. There are six dedicated classrooms, each equipped with interactive whiteboards, extensive display opportunities and plenty of storage space. Students enjoy the strong teaching in the department. We would want you to be a great teacher of English yourself and to work with the team on improving our results further still.

Cressex Community School is a popular and successful secondary school with approximately 750 students on roll on the western flanks of High Wycombe.

We take great pride in the quality of education we offer, and in our strong team-working among students and staff. We have a wonderfully diverse student body. At the time of the last school census over 30 different first languages were recorded. We have a number of very able students who perform excellently in public examinations. In 2018, our students achieved the best results in the school's history, with a high proportion of exams passed at the top grades. As an all ability school, we are equally proud of the success of our lower attaining students. All students achieved at least one GCSE pass; 99% gained five or more passes.

***High Achievement for All is our Shared Responsibility***



In 2010 we moved into an outstanding new building. Classrooms are large, bright and equipped with the latest technology, including Promethean interactive whiteboards. Our sporting and other facilities are all of the highest quality.

Our most recent Ofsted inspection was in January 2019. We are a “good” school with a number of outstanding features. Our mission is to provide an outstanding education for the young people here.

The staff at Cressex are highly skilled and committed to achieving this goal. We place great emphasis on staff development and embrace exciting and innovative approaches. We have a very highly regarded induction and ongoing training programme for new teachers, including those trained overseas, and we run leadership development sessions for Cressex staff in partnership with Johnson and Johnson, the leading multi-national pharmaceutical company.

**We are very pleased to offer visits to potential job applicants. Please contact me if you would like an informal conversation and/or a tour of the school.**

We believe that we offer a very competitive salary for the role and offer other benefits including a lower than average teaching commitment and fitness facilities on site.

Please apply by completing a Buckinghamshire application form. You should also write a personal statement indicating **how your experience to date has prepared you for the post**, and **how you think you could contribute to the school** (no more than two sides of A4 please).

You can access the application via this link: <http://www.cressex.org/182/join-our-team>

We very much hope you will feel inspired to come and be part of the Cressex team.

With best wishes.

Yours sincerely,



David Hood  
Headteacher



## English Department Information



The English department consists of six full time members of staff who are all committed to ensuring that students achieve their full potential. The successful candidate will be joining the department during an exciting period of development as we move towards a knowledge based approach designed to create sophisticated thinkers and writers.

The GCSE course is taught over three years (beginning in Year 9); Years 7 and 8 study a range of language and literature units designed to provide a solid grounding in the skills required at Key Stage 4. Students follow the Edexcel specifications in English (English Language – 1 ENO; English Literature – 1ETO).

The department is very well resourced and students have access to a computer room in the English corridor. In order to encourage and monitor wider reading, the school has also recently invested in the 'Accelerated Reader' programme; dedicated library lessons are set aside to encourage students to make the most of their reading time.

Our learners are keen to achieve well in English and enjoy being challenged. We look forward to welcoming a colleague who has high expectations of what students can and should achieve – both within the classroom and beyond.



***High Achievement for All is our Shared Responsibility***



## CRESSEX COMMUNITY SCHOOL

### Director of English

### JOB DESCRIPTION

#### **Job purpose:**

In addition to fulfilling the duties of classroom teacher as a very effective practitioner, to contribute to overall high standards of learning and achievement in the school by securing the highest standards of learning, achievement and development for all students working within English. This will be achieved through clear and effective leadership of subject staff.

#### **Responsible to**

A member of the Senior Leadership Team

#### **Main Duties and Responsibilities:**

##### ***English Department***

1. To lead learning within the department through:
  - a) providing a vision for learning within the department in line with that of the whole school;
  - b) ensuring consistently high standards of teaching (at least “good” in Ofsted terms), addressing any issues where teaching falls below the required standards;
  - c) ensuring high standards of learning, addressing any issues evident from self-review, data analysis or inspection where learning falls below the required standards. This includes out of hours learning (homework);
  - d) ensuring that challenging but achievable targets are set for all students, their progress is tracked and timely interventions are put in place to secure better progress if required;
  - e) ensuring that all courses have schemes of work that enable examination objectives and other whole school objectives to be met.
  - f) ensuring that courses are appropriately resourced;
  - g) ensuring that learning is “personalised” through good use of assessment data and good assessment practice including focussed work for all ability levels including those with Special Educational Needs and those who are identified as particularly able in English;
  - h) supporting staff in dealing effectively with student behaviour in order to remove barriers to learning;
  - i) ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard; and
  - j) ensuring value for money and the effective deployment of the department's annual budget.
2. To lead, train, support and manage department staff through:
  - a) ensuring that all new staff receive a comprehensive induction;
  - b) supporting the continuing professional development of department staff;
  - c) keeping up-to-date with relevant issues;
  - d) facilitating the sharing of good practice through meetings and INSET; and
  - e) undertaking the annual appraisal of colleagues under direct line management in line with the school policy.

***High Achievement for All is our Shared Responsibility***



3. To lead the English department's review and improvement planning work by:
  - a) analysing the examination results of students working within the subject and agreeing and implementing action points;
  - b) drafting to the department's annual self-review report;
  - c) observing lessons and providing developmental feedback to staff;
  - d) ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences;
  - e) monitoring and evaluating the quality of students' written work, assessment and the setting and impact of homework in line with school policies
  - f) preparing improvement plans for the department; and
  - g) reporting on standards in English as required to the Headteacher and the governing body.
4. In conjunction with the Assistant Headteacher (Teaching and Learning) to promote school-wide approaches to improving students' skills in spoken and written English (oracy and literacy), for example through:
  - a) modelling effective oracy and literacy teaching; and
  - b) contributing to staff training on oracy and literacy development.

#### **Other**

5. To promote and safeguard the welfare of students in line with school procedures.
6. To work within school policies and procedures.
7. To undertake professional development and participate in personal/performance development as required.
8. To take care for own and other people's health and safety

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher in ways that are commensurate with the salary and job title to reflect the changing needs of the school

September 2018



**CRESSEX COMMUNITY SCHOOL**

**Director of English**

**PERSON SPECIFICATION**

|   | Essential | Desirable |
|---|-----------|-----------|
| <b><u>Qualifications:</u></b>   |           |           |
| 1. Qualified Teacher Status.  | Y         |           |
| 2. Educated to Degree level   | Y         |           |
| 3. Evidence of Continuing Professional Development in the specialist area(s)  | Y         |           |
| 4. Qualification relevant to departmental leadership  |           | Y         |
|   |           |           |
| <b><u>Knowledge, Skills and Understanding:</u></b>  |           |           |
| 5. Good subject knowledge   | Y         |           |
| 6. Knowledge of National Curriculum requirements in English at both Key Stage 3 and Key Stage 4 and GCSE specifications in English  | Y         |           |
| 7. Ability to plan effectively and organise time and resources  | Y         |           |
| 8. Ability to teach consistently outstanding lessons that challenge and inspire students of all abilities   | Y         |           |
| 9. An ability to foster excellent relationships with students, colleagues and parents   | Y         |           |
| 10. The proven ability to work with other teachers to improve their practice  | Y         |           |
| 11. Leadership experience in a curriculum or pastoral area in a previous School   | Y         |           |
| 12. Good communication, administration and organisational skills  | Y         |           |
| 13. Ability to lead, manage and motivate colleagues   | Y         |           |
| 14. Evidence of the ability to create a challenging and effective learning Environment for students   | Y         |           |
| 15. Recognition and understanding of the importance of partnerships with parents  | Y         |           |
| 16. An interest in and knowledge of developing the use of ICT in learning   | Y         |           |
| 17. Awareness of the need for the school to play a full part in the community   | Y         |           |
| 18. Excellent skills in speaking and writing English  | Y         |           |
|   |           |           |
| <b><u>Personal Attributes:</u></b>  |           |           |
| 19. Strong desire to support the learning and achievement of students from a range of backgrounds   | Y         |           |
| 20. Warmth, resilience and a sense of humour.   | Y         |           |
|   |           |           |
| <b><u>Other requirements:</u></b>   |           |           |
| This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check as part of the recruitment process. |           |           |



## Why Cressex Community School?

Many  
Great Reasons  
To Join Our Team!

### EASILY ACCESSIBLE



### DISCOUNTED NURSERY RATES ON SITE



### CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

*opportunities with*



### OVERSEAS TEACHER TRAINING PROGRAMME

### ATTRACTIVE LOCAL AMENITIES

*with discounts at many...*



### FITNESS SUITE ON SITE



[www.mintclass.com](http://www.mintclass.com)



[www.doddlelearn.co.uk](http://www.doddlelearn.co.uk)



[www.gcsepod.com](http://www.gcsepod.com)



[www.mymaths.co.uk](http://www.mymaths.co.uk)



[www.showmyhomework.co.uk](http://www.showmyhomework.co.uk)



[www.lexiauk.co.uk](http://www.lexiauk.co.uk)



[www.kerboodle.com](http://www.kerboodle.com)

*If you have any questions or would like to book a visit, please contact David Hood, Headteacher on 01494 437729 or email [fcarter@cressex.org](mailto:fcarter@cressex.org)*

*We look forward to hearing from you.*





## **Johnson & Johnson Deliver Leadership Programme to Teachers at Cressex Community School**

A new initiative to develop future leaders in school has emerged between Cressex Community School and Janssen, the High Wycombe-based, pharmaceutical business of the Johnson & Johnson family of companies. Assistant Headteacher at Cressex, Shazeen Saddique, spoke about the inspiration behind the training programmes. She said: **“The leadership skills needed for success in education and business are very similar. I was looking for training opportunities for our staff which would be different from standard courses and exciting for the individuals taking part. I am delighted to say that we got these through Janssen. We are so grateful to our colleagues at Janssen for making this happen.”**

Two programmes have been set up. The ‘Aspiring Middle Leaders’ programme is aimed at ambitious teachers near the start of their careers, who are interested in taking on departmental leadership. Learning alongside peers from Janssen, the programme exposes them to leadership theories and “hands on” activities. ‘Stepping It Up’, a programme for established heads of department, focuses on developing self-awareness and expertise in leadership.

The long-standing partnership between the two organisations, which benefits staff and students alike, has been enhanced by the creation of these programmes. Simon White, Head of Learning and Development, Janssen UK and Ireland explained: **“Leadership development is such a vital component of the success of any organisation, and it’s been a pleasure to host some of Cressex’s aspiring leaders in our Janssen leadership programmes here at High Wycombe. This is the first time we have shared this type of support in partnership with a local school. Cressex Community School is such an important part of the local community and we’re delighted to have the opportunity to work with them.”**

David Hood, Cressex Headteacher added: **“We are once again thrilled to be cooperating with our colleagues at Janssen on a project that is so beneficial to our school and its community.”**

