



NESTON  
HIGH SCHOOL



Neston High School  
Raby Park Road  
Neston  
Cheshire  
CH64 9NH

0151 336 3902

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

Headteacher: Mr K Simpson

## ENGLISH 2<sup>ND</sup> IN DEPARTMENT Application Pack



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HIGH SCHOOL



**Open letter from Mr K Simpson (Headteacher)**

Dear Colleague,

Thank you for showing interest in our school and our community. Below I have outlined some key notes for you. This is in order to help paint the picture that this outstanding opportunity provides and allows you to appreciate the importance of this role. The successful colleague will join a dedicated team and become an integral leader, as we set out on a new adventure for all involved in the life of the school. For further information on the school, a more global understanding can be found from the website at [www.nestonhighschool.com](http://www.nestonhighschool.com).

Neston High School is a large 11-18 rural comprehensive school with 1730 students on roll. We are an oversubscribed school, serving not only our local families, but also students who travel from Chester, Wales, and the Wirral to be a part of our thriving community. In this school every student, every parent and every member of staff really does matter, as this partnership allows the greatest opportunity for all to flourish and grow.

It is a truly exciting time to be joining our school, with our state-of-the art £22 million new build and our recent accolades and successes. Every student is assured of an exciting, stimulating and challenging educational journey here at Neston and already since my own appointment I know all colleagues strive to ensure we provide the best opportunities for all our young people. I have now been in post since January 2019 and I am humbled and excited to be leading this well-respected learning organisation.

Kindest regards

A handwritten signature in black ink, appearing to read 'K Simpson'.

Keith Simpson  
Headteacher



This is a fantastic opportunity to join an experienced and established English department. The English Department has a history of past success, notably deemed “Outstanding” by OFSTED in January 2017 and by our own School Improvement Partner in a departmental evaluation report in 2018.

The English Department aims to nurture eloquent, confident, resilient students who love literature and understand how English Language functions throughout the school curriculum and in the real world of work. Our philosophy is to teach English Literature and English Language skills hand in hand as there is such a cross-over of skills and relevance throughout Keys Stage 3 and 4.

The successful candidate will be welcomed by a team of supportive colleagues who are ambitious for future success for all of our young people. The English team is not only well established at Key Stage 3 and 4 but also runs three of the most popular and highly successful courses in the Sixth Form, namely: English Literature, English Language, and Media Studies. This year, over 80 students at KS5 opted to join these well established and successful courses. We pride ourselves in our open and enthusiastic approach to our subject.

The ideal candidate will have the ability to lead on up to date curriculum design, have a commitment to Quality Assurance mechanisms and lead with the Head of Department to enable the team to reach its full potential.

We understand the centrality of English and literacy at the hub of a student’s school curriculum and to that end have worked very closely with the school library to offer the Accelerated Reader on-line learning programme to every student in the school from Year 7, 8 and 9. We timetable a lesson on a fortnightly basis where students have full access to the school library where they read, share ideas about authors, take quizzes and measure their progress on a termly basis.

We would encourage a visit to our school prior to application. If you wish to arrange this or have further questions please contact Mrs Leadbetter ([leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)) or call 0151 336 3902 ext 320.



**Full time position**  
**Start date: September 2020**

Do you have a passion for learning and strive to be an outstanding classroom practitioner?

Do you create engaging and challenging experiences for your students?

Do you have an interest in leading others to become outstanding?

Do you have an interest in developing your leaderships skills?

Do you have an interest and appreciation of curriculum design and quality assurance?

Do you have an excellent track-record of inspiring students and colleagues to reach beyond their potential?

Do you want to join a supportive and enthusiastic team striving to build upon their strengths?

Do you want to join an oversubscribed school in Cheshire with an excellent reputation?

Do you want to join a large school that supports the professional development of their staff?

Do you have vision for excellence?

If you are excited by your answers to these questions, then you may be our new Second in Department.

We are looking to appoint an inspirational colleague, to join our thriving learning community.

We are building on present best practice and developing a new strategic vision in order to raise standards even further. We are looking for someone to support the Head of Department in the leadership and management of the English team who can bring creative new ideas to further enhance the learning experience of our students.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

The successful applicant must have enhanced DBS disclosure and satisfactory references.

The School is an equal opportunities employer.

**Closing Date: 9am on Monday 27<sup>th</sup> January 2020**

**Proposed interview dates: Thursday 6<sup>th</sup> February / Friday 7<sup>th</sup> February**

For full details of the post and application form please visit the school website

<http://www.nestonhigh.com/page/?title=Vacancies&pid=20>

To obtain an application pack contact Mrs H Leadbetter at Neston High School on:

[leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com) or on 0151 336 3902.

Applications should be returned FAO Mr K Simpson to [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)



Criteria	Essential	Desirable	Evidenced From?
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A relevant degree</li><li>• QTS in English</li></ul>	<ul style="list-style-type: none"><li>• English degree</li><li>• Additional evidence of CPD in the area of English</li><li>• Experience of teaching A Level English Language, English Literature or Media Studies</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Ability to teach English at KS3 and 4</li></ul>	<ul style="list-style-type: none"><li>• Experience in an 11-19 school</li><li>• A track record of high-quality teaching English at Key Stages 3, 4 and 5.</li><li>• Held a specific T &amp; L responsibility within an English Team</li><li>• Experience of successful strategies to raise and maintain achievement and standards</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• References</li></ul>
<b>Abilities and Skills</b>	<ul style="list-style-type: none"><li>• To enhance the current school vision and ethos</li><li>• To positively impact on learning outcomes for students</li><li>• To lead and motivate students and colleagues</li><li>• To provide appropriate support and challenge to students</li><li>• To take and act upon initiative</li><li>• To have a strong presence and maintain a high profile</li><li>• To safeguard and promote child safety and welfare</li><li>• To work with a variety of partners with an inclusive approach to learning and teaching.</li><li>• To prioritise and complete tasks</li><li>• Effective communication and listening</li><li>• A creative approach to problem solving</li><li>• Strong interpersonal skills</li><li>• Efficient resource management</li><li>• To work effectively with the Head of Department and a variety of other persons</li></ul>	<ul style="list-style-type: none"><li>• Skills and ability to lead a team of English teachers and to monitor their progress</li></ul>	<ul style="list-style-type: none"><li>• Letter of application</li><li>• Selection process</li><li>• References</li></ul>

<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Clear commitment to achieving the best for all members of the school community</li> <li>• Belief in inclusion, achievement and aspiration</li> <li>• Strong sense of community</li> <li>• Strong sense of justice and mutual respect</li> <li>• A dynamic approach</li> <li>• Sense of perspective</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
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**Job Title:** English Second of Department

**Responsible to:** Head of English

### **OVERALL RESPONSIBILITY**

- To plan, develop and deliver high quality lessons within English using a variety of approaches, to continually enhance teaching and learning.
- To plan effective, well sequenced and appropriate schemes of work and curriculum content.
- To lead teams of English teachers effectively across and within key stages.
- To monitor student progress to enable students to achieve their full potential.
- To implement support strategies to enable students to fulfil their targets.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to 'Keeping Children Safe in Education' and 'Working together to Safeguard Children' as well as the Prevent Duty.

### **SECTION 1 - GENERAL TEACHING DUTIES**

#### **Teaching and Learning**

1. Manage student learning through effective teaching in accordance with the English Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of students needs, and ensure equal opportunity for all students.
4. Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with EAL/SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Support individual learning, including students on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing students' outcomes regularly.
7. Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.
8. Work effectively as a member of the English Department team to improve the quality of teaching and learning, by contributing to the English Department Improvement Plan and implementing and monitoring change.
9. Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes
10. Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
11. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

## **Monitoring, Assessment, Recording, Reporting, and Accountability**

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. Track student progress, monitoring achievement against targets set, and take appropriate action on student outcomes.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
5. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
6. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

## **Subject Knowledge and Understanding**

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy in the subject area.
3. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
4. Keep up-to-date with technological change and the use of technology to enhance delivery, and student access, to the subject.

## **Leadership**

1. Contribute to the overall strategic direction and delivery of the school's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
2. To champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to the raising of standards.
3. To support the Head of Department when scrutinising and monitoring the performance and effectiveness of the Department in delivering the School's aims and objectives.
4. Play a major role in the School's middle management structure, assisting the head of Department in creating a vision, sense of purpose and pride about the Department and its work.
5. Demonstrate strong leadership as a middle manager, through strategic and analytical capabilities, in the development of all aspects of the School, including its policies and their implementation.
6. Proactively implement departmental rules and procedures within relevant school policies.
7. Contribute to the production and maintenance of the Department handbook, and implement, monitor and evaluate all of its policies and documentation.
8. Work with the Head of Department to direct and develop staff for the continuous improvements in the quality of teaching and learning by motivating and enabling colleagues to share best practice across the department.
9. Assist the Head of Department in the maintenance of discipline in the Department, ensuring behaviour management strategies are in place, including supporting staff during lessons when appropriate.
10. Maintain a high profile around school, taking command of areas at change of lessons and being visible and active during non-structured time.
11. Develop and maintain effective methods of communication with the Head of Department, Headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.
12. Help to identify and applaud areas of success for individual teachers and the Department.

13. Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. produce resources as a team.
14. Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject. Contribute to the maintenance of a portfolio of exemplar work moderated against grade descriptors.
15. Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.
16. Liaise with other staff on the effective deployment of any Teacher Assistants or class helpers. This does not imply any line manager responsibilities but facilitates the best deployment of human resources.

## **Professional Standards and Development**

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, at or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the School and Department handbooks and Departmental Portfolio contents and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities such as contributing to after-school clubs and visits.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation
8. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
9. Be aware of the role of the Governing Body of the School and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
11. Consider the needs of all students within lessons (and implement specialist advice) especially those who:
  - have SEN;
  - are gifted and talented;
  - are not yet fluent in English.

## **Health and Safety**

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Have an understanding of visits' procedures and the relevant actions to take when planning out of school activities.

## **Continuing Professional Development**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Implement and develop pedagogic procedures introduced through school, local or government initiatives.
4. Implement the use of new technologies that enhance teaching and learning.

5. Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
6. Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
7. Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Headteacher.
8. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
9. Contribute to the professional development of colleagues, especially NQTs and ITTs.
10. Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

**N.B:** Every subject teacher will be expected to have pastoral responsibilities - detailed separately.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.