



VALLEY INVICTA  
ACADEMIES TRUST

# Deputy Head of English

Valley Park School



## Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



VALLEY PARK  
SCHOOL



# Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children we teach at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for a Teacher of Mathematics to join us. This is an exciting opportunity for an enthusiastic and committed teacher to join a very successful, mature Trust that encourages all its staff to be the best they can be.

We are looking for an exceptionally talented teacher who will use their energy and vision to make a real impact; to support the achievement of outstanding outcomes for our students and staff, as well as ensuring that our schools continue to develop their current standards and achievements – both academically and pastorally.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself on 'growing its own' talent.

# Vacancy

Valley Invicta Academies Trust is highly respected and has an exciting opportunity to build on the achievements of a very successful English Department within Valley Park School.

We would like to appoint a Deputy Head of English to join us in September 2023.

The role is for a committed and motivated professional who would like to work in a school that provides a wealth of opportunities for both its students and staff, along with wanting to be part of a family friendly, team-based workforce.

This post would be suitable for an experienced teacher looking for leadership responsibilities across the school, or a newly qualified teacher. We are looking for talented teachers.

## Who are we looking for?

We would like an enthusiastic, dedicated and ambitious team player to join us, who has a passion for English.

This is a wonderful opportunity for an enthusiastic Deputy Head of English to join a growing Trust with an established staff body, and strong department with a good spread of experience.

## Our ethos

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in.

Our schools continually evolve in our drive for excellence; we aspire to provide outstanding care, outstanding education and outstanding opportunities.

We have a dedicated team of professionals who are always willing to support new staff.

New opportunities, including career progression, are actively sought for all staff across the Trust.

Collaboration with like-minded colleagues within VIAT is set up to provide networking, support, quality assurance and friendship.

## Are you looking for a new challenge?

Do you:

- Love teaching?
- Strive for academic excellence?
- Want your students to feel valued, safe, and happy?
- Enjoy working within a strong team?
- Have commitment to providing an exciting range of opportunities for students?
- Inspire your students, parents/carers and colleagues?
- Believe that every student can learn, achieve, and thrive?

## Are you the right candidate?

We would like to hear from you if you are:

- An energetic and ambitious teacher with a track record of success at secondary level;
- Able to work as part of a team;
- Motivated and inspirational with high expectations of students;
- Confident and able to communicate a clear vision for the school, students and colleagues;
- Able to develop students to reach their full potential.

If you think you would thrive in this environment we want to meet you.

<b>Position</b>	Deputy Head of English
<b>Location</b>	Valley Park School
<b>Responsible to</b>	Headteacher
<b>Basis</b>	Permanent, full-time
<b>Commencement</b>	September 2023
<b>Salary</b>	MPS/UPS TLR 2:2

# Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the Trust before making a formal application, you can arrange this by contacting Mrs H Blake, PA to the Headteacher – [h.blake@valleypark.viat.org.uk](mailto:h.blake@valleypark.viat.org.uk).

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs H Blake, PA to the Headteacher.

The Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

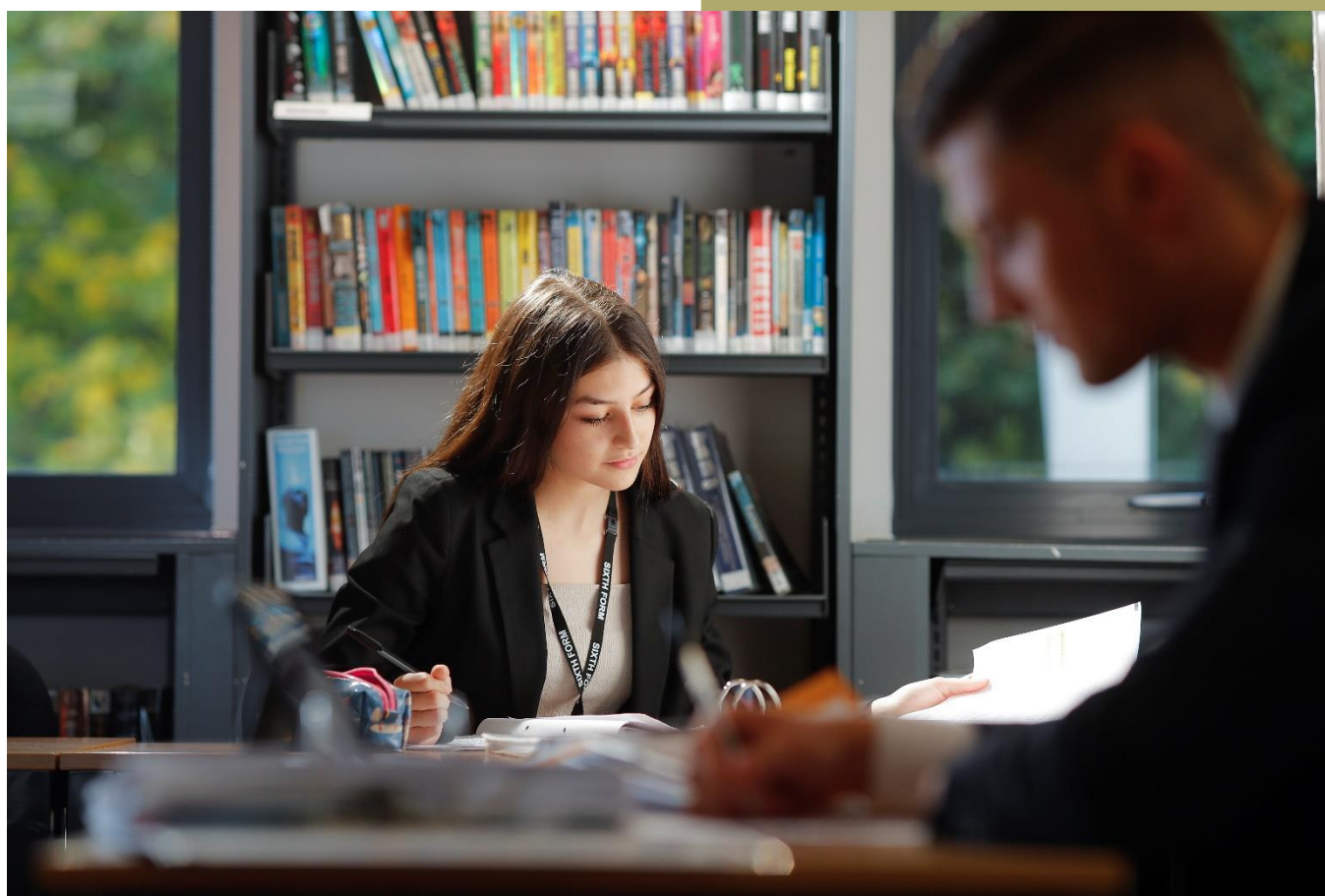
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Closing date for applications

Friday 31 March 2023

Interviews and assessment activities

To be confirmed



# Person Specification

**Responsible to:** Headteacher

**Responsible for:** English

## Qualifications

- A good honours degree in English or a related subject.
- Qualified Teacher Status.
- Evidence of further study in English or a related subject is desirable.

## Experience

- Experience of teaching English in a secondary school setting to GCSE level. Ideally to have A Level experience too, but this is not essential.

## Knowledge

- A good up to date working knowledge and understanding of a range of pedagogical and behaviour management strategies.
- An understanding of the range of approaches that can be used for assessment.
- An understanding of how to personalise provision to meet the learning needs of the full range of students.
- An awareness of current legal requirements regarding the safeguarding of children.

## Skills

- Be able to plan and teach challenging and well-organised lessons;
- Be able to use a range of teaching strategies and resources;
- An ability to provide constructive feedback to students on how to improve their attainment;
- The ability to implement a clear framework for classroom discipline;
- The desire to work as a team member.

## Attributes

- High expectations of students and a commitment to ensure they can achieve their full potential;
- Positive values, attributes and high standards of professional behaviour;
- Up to date knowledge and understanding of the professional duties of teachers;
- The ability to communicate effectively with children, young people, colleagues, parents and carers;
- A commitment to improving practice through appropriate professional development;
- The desire to act upon advice and feedback and be open to coaching and mentoring.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.



# Job Specification

The Deputy Head of English at Valley Park School is responsible for overseeing the English department and ensuring that students receive a high-quality education in mathematics. This includes developing and implementing curriculum, assessing student progress, and providing professional development opportunities for teachers.

You will need:

- A passion for English and a commitment to providing students with a high-quality education in the subject.
- Strong leadership and management skills, with the ability to effectively lead and supervise a team of teachers.
- Excellent communication and interpersonal skills, with the ability to effectively communicate with students, parents, and other stakeholders.
- Strong organizational skills, with the ability to effectively plan and manage departmental resources.
- A deep understanding of current trends and best practices in English education, and the ability to incorporate new research and techniques into instruction.
- Experience in curriculum development and assessment, and knowledge of common core standards and state standards.
- Strong analytical and problem-solving skills, with the ability to use data to inform instruction and make decisions.
- Strong mentoring and coaching skills, with the ability to provide professional development opportunities for teachers.

## Specific Responsibilities

- To lead by example, setting high standards of teaching, planning and feedback to meet the National Standards and school expectations.
- Implementing strategies to improve learning experience of all students including PP, SEN and EAL.
- To support the Head of English, contributing to the leadership of the English department and deputizing where needed or directed.
- To lead and be responsible for the quality of the Key Stage 5 curriculum, including the training of members of staff with non-Key Stage 5 teaching experience.

- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which contribute to whole school aims, policies and practices.
- Lead by example through demonstrating and achieving high standards in the teaching of the subject which sustain and raise standards of student achievement, behaviour and motivation.
- To undertake the duties of the form tutor as directed by the Head of Year and Senior Leadership Team.
- To be aware of the current research on teacher effectiveness, Pupil Premium and professional qualities (e.g. Rosenshine's Principles and the EEF).
- To share appraisals of colleagues within the English department, being responsible for personal professional development according to the Appraisal Policy.
- Quality assure the work of the English department. Complete book scrutinies and learning walks for Key Stage 5 in order to implement better practices within the English department.
- Ensure consistency of virtual learning across the department.
- Lead the monitoring and tracking of student progress within Key Stage 5 English and identify implications for the teaching of the subject.
- Share Key Stage 5 data completion with Head of Department and analyse its accuracy.
- Establish clear policies for assessing and recording students' progress and attainment and for setting future targets and to ensure that information about students' previous achievements is used effectively to inform targets and progress.
- Ensure teachers are clear about teaching objectives, understand the sequence of learning in the subject and communicate such information to students.
- Use data effectively to identify students who are underachieving.
- Develop capital culture, CREATE values, spirit and moral awareness within students.

# Job Specification

Specific responsibilities continued...

- Develop teamwork and mutual support through meetings and developing responsibilities.
- Monitor and evaluate the work of all staff involved in teaching the subject and take action as necessary to secure improvement.
- Support Head of Department with the induction of new staff, NQTs and trainee teachers.
- Set standards for the conduct and behaviour of students within the subject and help staff maintain these standards and achieve constructive working relationships with students.
- Explore opportunities to develop new resources from a wide range of sources inside and outside the school.

## Data Protection

- Work within the requirements of Data Protection at all times.

## Safeguarding

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

## Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

## Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out as in this job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job.

You will be consulted about any proposed changes.



# Benefits at Valley Invicta Academies Trust and Valley Park School

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within Valley Park School but across the Trust;
- A career in an organisation that values individuality and diversity.

## Professional development opportunities:

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;
- Subsidised MA opportunities with local and national universities;
- Coaching and Mentoring Programmes.

## Financial:

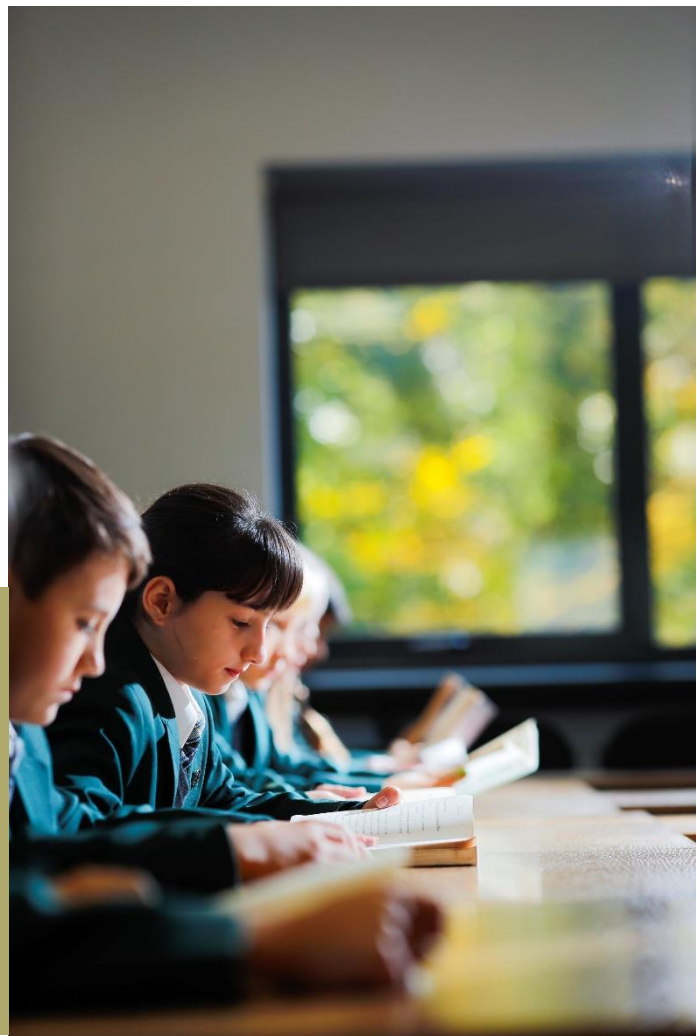
- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Private health care;
- Subsidised childcare;
- Access to a range of benefits and discounts through Kent Rewards.

## Equipment and facilities:

- Apple MacBook Air;
- A great working environment with some brand new facilities, and further developments in discussion;
- Free car parking;
- On-site catering, reasonably priced for staff;
- Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.

VIAT also offers access to a range of health, wellbeing and personal support.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.







# Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a life-time of influence beyond.



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