



Wilmington Grammar School for Girls,  
Wilmington, Kent.  
DA2 7BB

## Head of English

**Salary: MPS/UPS (plus fringe area allowance) + TLR 1c  
(£9,935)**

**Start Date: April 2020**



**Job Applicant Pack**



## The Post

We are seeking to appoint an outstanding English teacher to lead our English and Drama provision. Our English Department thrives on the notions of inclusion, creativity and enthusiasm for the subject. We deliver a broad curriculum building English Language skills through the teaching and analysis of English Literature texts. Our newly re-written KS3 curriculum is designed to build skills over time towards GCSE and the new Subject Leader would be given some additional time in the first term to ensure schemes of work are re-written and are sufficiently challenging students to reach the top grades.

The ideal candidate will be passionate about the English curriculum and how this can be taught in an inspiring way to maximise exam success, spark students' passion for the subject, and to help students to lead successful future lives. They should also be able to evidence a proven track record of high impact in teaching, learning and curriculum excellence, to support strong outcomes and learning experiences. The ability to extend students' engagement beyond the school day, through extra-curricular would be an advantage.

The department attained strong results last summer, especially in English Literature with over 80% of students gaining a Grade 6 or higher in English Literature and 25% gaining a Grade 8 or 9. The post holder would be expected to ensure that the English Language grades match or exceed the Literature grades.

Our ideal candidate will display:

- A passion for teaching English with evidence of enabling students to surpass expectations.
- Experience in teaching classroom English at all Key Stages with a good curriculum knowledge and understanding of GCSE and A-Level English requirements.
- Experience of using data to push students to (and beyond) their targets.
- Experience of managing a team with a range of experiences and expertise.

Wilmington Grammar School for Girls is an Outstanding school with a strong track record of achievement. We are part of the Endeavour MAT family of schools, and we pride ourselves on setting consistently high expectations, securing outstanding outcomes and delivering exceptional standards of teaching and learning for all.

*As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.*



## Job Description

<b>Job Title</b>	<b>Head of English</b>
<b>Salary</b>	<b>MPS (including Fringe allowance) + TLR (£9,935)</b>
<b>Hours of work</b>	<b>Full time</b>

### **Overall Job Purpose:**

To achieve excellent outcomes for our students through the delivery of inspirational teaching strategies.

All our teachers are leaders of learning and are committed to delivering the school's vision and achieving the high ambitions for the school's future. Their proactive support leads to sustained improvements and raised standards across the school, as members of both departments and tutor teams. They are accountable for specific identified and agreed operational functions within the teams to which they belong.

### **Main duties:**

#### **Set high expectations which inspire, motivate and challenge all pupils**

- Establish a safe and stimulating environment for pupils, rooted in mutual respect.
- Set goals that stretch and challenge students to achieve their full potential.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of all our students.

#### **Promote good progress and outcomes for all pupils**

- Promote high standards of attainment, progress and outcomes for all students.
- Plan differentiated teaching to build on students' capabilities and prior knowledge.
- Guide students to reflect on the progress they have made and their emerging needs and adapt classroom practice if necessary.
- Demonstrate knowledge and understanding of how students learn and how this impacts on teaching.
- Encourage students to take a responsible and conscientious attitude to their own work and study.

#### **Demonstrate good subject and curriculum knowledge**

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interests in these subjects.
- Demonstrate an understanding of and take responsibility for, promoting high standards of literacy, numeracy and oracy including the correct use of English.

#### **Provide strong departmental leadership**

- Ensure high standards of Teaching and Learning across the department
- Set a challenging and rigorous curriculum
- Create a positive Learning Environment across the department
- Identify and target students to ensure no student underperforms
- Support colleagues with training and development
- Hold members of the team to account with their classes and student outcomes

#### **Plan and deliver lessons**

- Have high aspirations for all students and challenge them to deepen their Knowledge and Understanding of the subject.
- Set lessons which progress students rapidly to aspirational learning outcomes.
- Set and assess homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum.

### **Adapt teaching to respond to the strengths and needs of all students**

- Use a variety of approaches and strategies to support students' learning.
- Have a secure understanding of how a range of factors can inhibit students' ability to learn, and implement strategies to overcome these.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching and learning to support students' education at different stages of development.
- Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

### **Make accurate and productive use of assessment**

- Make accurate and productive use of assessment in line with the expectations of the academy.
- Make effective use of a range of assessment for learning techniques to measure progress in lessons.
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Make use of formative and summative assessment to secure students' progress.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Give students regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

### **Manage behaviour effectively to ensure a good and safe learning environment**

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour in both in classrooms and around the academy, in accordance with the academy's behaviour policy.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.
- Maintain good relationships with students, exercise appropriate authority and act decisively when necessary.

### **Fulfil wider professional responsibilities**

- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Take responsibility for improving performance through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents, carers and external agencies with regard to students' achievements and well-being.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



## Person Specification

Area	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good degree and teaching qualification</li> <li>• Qualified teacher status</li> <li>• Evidence of professional development relevant to the role</li> </ul>	
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>• Experience as a classroom teacher in a secondary setting</li> <li>• An excellent classroom practitioner</li> <li>• Understands how and believes they can improve student outcomes</li> <li>• Excellent understanding of assessment processes and how to use these to support planning and raise student achievement</li> <li>• Experience of working with other teachers and supporting professionals to extend their understanding of educational issues</li> <li>• Evidence of successful leadership of an aspect of curriculum or pastoral related strategy and work</li> <li>• Ability to lead own professional development</li> <li>• Confident user of new technology as a management tool</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching Drama</li> <li>• Ability to lead an extra-curricular activity</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of current curriculum development in their subject</li> <li>• Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged</li> <li>• Sound understanding of personalising the educational experience for students</li> <li>• To be able to effectively interpret, analyse and use data</li> <li>• Excellent interpersonal and communication skills (including written, oral and presentation)</li> <li>• Able to work with others to achieve common goals</li> <li>• Able to provide clear direction and to inspire, motivate and enthuse others</li> <li>• Effective behaviour management</li> <li>• Able to support staff and students in maintaining high standards</li> <li>• Excellent organisational skills</li> <li>• Preparedness to challenge under performance</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and mentoring skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to inspire, challenge and motivate colleagues</li> <li>• Have a positive approach to education</li> <li>• Energy, enthusiasm and perseverance</li> <li>• Reliability and integrity</li> <li>• Good interpersonal skills</li> <li>• Able to perform well under pressure</li> <li>• Clear vision and educational philosophy</li> <li>• Positive commitment to individual personal development</li> <li>• Capacity to work hard, under pressure, to meet deadlines</li> <li>• A good record of attendance during the last three years</li> <li>• Adaptable and amenable with respect to working practices</li> <li>• Ability to work independently and be a team player</li> <li>• Suitable to work with children</li> </ul>	

## Career with Endeavour MAT - what we can offer you:

In the competitive world of educational recruitment, it is important for teaching staff and support staff alike to consider whether there is a natural fit between their personal values and those of the organisation they are anticipating joining, whatever stage of their career they join us.

A significant reward of working within one of our Trust schools is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic and our supportive culture provides what many of our existing staff describe as a 'family feel' within our MAT.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working within one of our Trust schools, some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- As a Trust with both selective and non-selective schools, staff secondment opportunities are available
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. Art classes, Book Club and Sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Thailand, Spain, Winter Sports in the USA etc.
- A policy of promoting from within (where possible).
- Access to coaching and mentoring and an assortment of intra school and Trust to Trust collaborative opportunities via our Teaching School Alliance NWKTSA

## Application Process

The closing date for applications is **9am, Friday 7<sup>th</sup> February 2020** with interviews expected to take place on Wednesday 12<sup>th</sup> February.

Please complete the application form which can be downloaded from the School's website ([www.wgsq.co.uk](http://www.wgsq.co.uk)) and provide a supporting statement (on no more than two sides of A4). Your supporting statement should include how you meet the criteria in the person specification and how your skills and experience to date make you an ideal candidate for this post.

Please submit your application to:

By email: [recruitment@endeavour-mat.co.uk](mailto:recruitment@endeavour-mat.co.uk)

By post: Mrs Michelle Bexley,  
Wilmington Grammar School for Girls,  
Parsons Lane  
Wilmington  
Kent  
DA2 7BB

Applicants are invited to contact the school to discuss the role informally with David Marchant, Deputy Headteacher, or to arrange a visit to our school prior to application. Please contact Michelle Bexley on 01322 226351 to arrange this.

**Please note we will assess applications as they arrive and reserve the right to close the application process early.**