



Borden Grammar School

Appointment of Head of English (from September 2021) TLR1 £10,202 (MPS/UPS)

Information for Applicants

Borden Grammar School is committed to developing minds and changing futures, by providing students in Swale with every advantage that a selective community school can offer. This is a role for a suitably ambitious teacher, who is committed to achieving high standards in all areas of school life. Together with the leadership team and other middle leaders, you will contribute a great deal to the future development of Borden Grammar School.

You will have a clear personal ethos about the achievement of boys in English and possess strategic thinking about how to raise achievement. As a school we have become interested in the pedagogy surrounding 'engagement myths' for boys and wish to challenge some of the cultural challenges that may prevent boys from fulfilling their full potential. Our Borden values of kindness, creativity, resilience, courageousness and respect are underpinned by our strong belief in the importance of effort - "striving forward together". We would expect the successful candidate to model these values and to join us in our journey, with drive and determination, to achieve the best for all students and staff you lead.

The role has become available due to the current postholder being promoted to the role of Assistant headteacher within the school. The department possesses a breadth of experience and staff show considerable commitment to a range of extra-curricular opportunities. The successful candidate would be expected to share this inclusive ethos and contribute to enriching students' experiences beyond the classroom. You will be crucial in setting the strategic direction for the department and holding staff and students to account for standards.

Application process

The closing date is 10am on Monday 29th March 2021; the school reserves the right to consider the merit of early applications. The interview will involve a combination of tasks and panels with students and staff, the process will be designed for you to demonstrate both your leadership and teaching ability. If you would like to apply please return a fully completed application form (leaving no gaps in employment). *Please do not provide a CV.*

In your application please write a statement, of no more than 750 words, outlining:

- a) What your vision for the English department would be for the next 5 years
- b) What your main priorities would be to raise standards for our students



Head of English Department Job Description

Striving Forward Together

Post	Head of English
Grade	MPS / UPS
Responsible to	Deputy Headteacher
Responsible for	As explained on job description
Working hours	Full-time

Job Description

HEAD OF ENGLISH

Job Grade: TLR1B currently £10,202

Introduction:

Our agreed Appraisal Policy will be used to review all teachers' performance throughout the year. This job description will be used as part of the Appraisal Review Process.

Key Duties as Head of Department:

1 Leadership and Management

- a) Lead and promote high quality teaching and learning throughout the school by modelling and sharing good practice, embracing innovative ideas, motivating staff in your department, to become good and outstanding practitioners.
- b) Meet regularly with and ensure the effectiveness of the English TLR responsibility holders in line with the responsibilities set out in their job description.
- c) Undertake quality assurance processes across the department, including data tracking, lesson observation, work scrutiny, learning walks and focus groups.
- d) Appraise staff according to the school's appraisal structure and monitor progress towards improvement objectives. Oversee CPD needs and opportunities.
- e) Meet regularly with your line manager to review the progress of all students and objectives identified on the English and whole school improvement plan.
- f) Take initial responsibility for the care, welfare and safety of staff in the department.
- g) Manage a department budget and monitor correct expenditure of allocated funds.
- h) Evaluate the impact of your leadership on the quality of teaching and learning.
- i) Lead and assign proportionate responsibility amongst the team for detailed curriculum development in line with national guidelines.
- j) Oversee: the allocation of students to groups; decisions on tiers of entry etc.
- k) Lead department meetings according to the calendar, with a published agenda.

In accordance with the criteria and factors for Teaching and Learning Responsibility Payments, you will be required to meet the following standards whilst working with other relevant teachers in the department:

2. Leading, developing and enhancing the teaching practice of others

- a) Maintain expertise relating to your subject area and have a deep understanding of the importance and structure of the curriculum, sharing this through CPD with your team.
- b) Act as a role model of good practice for others, modelling effective strategies and use of data and resources with them.

- c) Through lesson observation of each team member, monitor and evaluate standards of teaching and application of whole school policies.
- d) Through discussion with the line manager, plan and implement short and long term strategies to improve teaching where needs are identified.
- e) Induct, support and monitor new staff.
- f) Oversee the work of cover teachers/supply staff and teaching assistants.
- g) Monitor the standard of attainment reports issued to parents and take action to ensure that they are of good quality, accurate and on time.

3. Impact on educational progress beyond assigned students

- a) Further develop a clear curriculum map for each key stage with detailed planning, timing and learning outcomes for each module or unit of work.
- b) Lead actions to contribute to overall school self-evaluation.
- c) Ensure that assessment targets are communicated to each student.
- d) Ensure that students are regularly and accurately assessed and that teachers' planning and intervention leads towards agreed targets.
- e) Monitor standards of work and achievement against actual targets.
- f) Monitor standards of student behaviour and application, ensuring that the school's Behaviour and Rewards and Sanctions policies are implemented.
- g) Plan and implement strategies where improvement needs are identified.

4. Accountability for leading, developing and managing.

- a) Provide the Headteacher and Governors with relevant subject and student performance.
- b) Work with the senior team to support and contribute to the ethos and development of the whole school
- c) Information to include:
 - Department improvement plan, including department actions in response to published school improvement priorities
 - Department self-review
 - Detailed analysis of KS3, KS4 and KS5 attainment at review points in the year
 - Updated sections of prospectus plan, options booklet and other school documentation as required.

5. Additional Responsibilities

- All teachers are expected to contribute to the following:
 - Raising student achievement through high quality teaching and learning.
 - Planning schemes of work/lessons and related homework activities.
 - Rigorous assessment of student progress, target setting and record keeping.
 - Reporting of student progress through regular audits.
 - Celebrating student achievement.
 - Intervention and support for students.
 - Liaising with parents/carers.
 - Safeguarding
 - Health and Safety
 - Upholding the School's values and implementing policies and procedures.
 - Appraisal arrangements.
 - Continuing Professional Development.

The postholder will, under the Headteacher's overall direction, be expected to contribute to the work of the School in a range of ways. It is Borden Grammar School's policy to review and redistribute specific responsibilities periodically.

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Condition Document (STPCD).



Person Specification Head of English

Key: The shortlisting/selection methods are shown in brackets next to the Person Specification headings. The following key explains how these will be tested:

- AF = Application Form
- LOA = Letter of Application
- Int = Interview
- Test = Teaching/other observed activity
- D = Desirable – all other criteria are essential

	CRITERIA	Key
QUALIFICATIONS	<ul style="list-style-type: none"> • Honours Degree in teaching subject (or related discipline) • DfE recognised Qualified Teacher Status • Further Professional Qualifications 	AF, LOA, Int <ul style="list-style-type: none"> • D
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> • Ability to teach English to all student abilities across all three key stages • Willingness to teach other subjects at KS5 e.g. film studies or drama • Evidence of and commitment to raising standards of student achievement • Evidence of your professional leadership and management • Experience of constructive collaboration with parents/carers • Successful school-based training in secondary age range • A record of training and on-going professional development 	AF, LOA, Int, Test
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	<p>The successful applicant will need to demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> ○ Effective practice and approaches to teaching, learning and assessment ○ Current educational trends and developments in teaching subject/wider School matters ○ Effective use of ICT in teaching ○ Strategies for motivating and inspiring students, and managing student behaviour ○ Understanding of the importance of Continuing Professional Development and its role in improving classroom practice ○ Safeguarding 	LOA, Int, Test

	<ul style="list-style-type: none"> ○ Health and safety ● Pastoral care 	
PERSONAL QUALITIES AND SKILLS	<p>Ideally, we are looking for someone who:</p> <ul style="list-style-type: none"> ● Has a passion for teaching, a love of their subject, and believes every student can succeed ● Can motivate, enthuse and inspire students through your ability to teach with imagination, vision, creativity and originality ● Can work as part of a team, and is prepared to share and pool their ideas ● Is sensitive to the pastoral needs of pupils and considers this in their practice ● Is co-operative, flexible, responsible and committed to high standards ● Is able to contribute to the staff community/broader life of the school ● Is committed to improving and enlivening the environment of the classroom and the school, and would be prepared to contribute to the subject/school extra-curricular programme ● Demonstrates excellent communication and interpersonal skills ● Shows desire and commitment to work for this school ● Pays attention to detail and accuracy in written/verbal communication ● Possesses excellent organisational skills and can meet deadlines under pressure ● Is patient, optimistic, has a sense of humour. 	AF, LOA, Int, Test