

Upper Shirley High School
Bellemoor Road
Southampton SO15 7QU
Co-ed Comprehensive (11-16)
Tel: 023 8032 5333

Head of English Contract: Full Time, Permanent
Salary: MPS/UPS + TLR 1.3 (£8287)
Start date: September 2018

'Read books as one would breathe air, to fill up and live.'

USH has a reputation for spotting talent and developing outstanding leaders. We are seeking a Head of English to join our dynamic and successful team. We wish to attract someone who understands the beauty and majesty of English and someone who can learn to lead the USH way. At USH we recruit leaders with a growth mindset. First and foremost, USH leaders are fanatical about their subject and use this to inspire all children to achieve more than they thought possible. In return for your positivity and commitment, you will be mentored amongst some of the best leaders in Hampshire; ensuring your success and enabling our children to enjoy their learning and achieve excellent grades. We need someone who can manage the emotional breadth and depth of the subject and who can demonstrate excellent technical skills. English is in a very strong position at USH, so you will be joining a thriving department; one which is ready for its next phase.

Regards,



Stuart Woods. Headteacher

Further guidance on this role:

The successful candidate will:

- Be confident in all aspects of the new English GCSE Language and Literature specifications
- Have proven skills in contributing to a team of effective and enthusiastic teachers
- Have the ability to develop a learning environment which stimulates and engages students enabling them to reach the highest possible standards

We offer you:

- A dedicated middle-leadership team who place students at the heart of their work
- Earned autonomy which gives you the freedom to personalise your subject
- Inspiring students who are proud to be part of the school
- An warm, open and honest professional learning community
- A senior team who place a high premium on your professional development.

Our motto is *Believe, Respect, Succeed*. If you think USH might be a good fit for you and you are ready for your next career move please contact us. We will be delighted to give you a tour of the school before you apply if you wish. Please email Georgina.Figgins@ushschool.org to arrange a tour.

Full details and application forms can be downloaded from our website www.ushschool.org from the 'Staff' section. Please return your completed applications to applications@ushschool.org

Closing Date: Friday 18th May 2018

Interview Date: Wednesday 23rd May 2018

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Trust. At the Hamwic Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

All schools with the Hamwic Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Person Specification for Leadership position: Subject Leader/ Head of English

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Degree. • Qualified Teacher Status. • Experience of teaching related subjects or developing subject related whole school initiatives. • Evidence of relevant continued professional development over the last three years. <p>Professional Development</p> <ul style="list-style-type: none"> • Evidence of a commitment to own professional development. • Recent relevant in-service training in related subjects. • Professional development/ mentoring of colleagues. • Experience of leading a development within a team. • Excellent knowledge and understanding of current issues in education <p>Experience</p> <ul style="list-style-type: none"> • Understanding or experience of leadership and management of a subject department. • Extensive experience of coordinating and monitoring across a subject department or a whole school initiative. • Clear evidence of line managing a team of staff. • Evidence of achievement in teaching across the Key Stages. • Contributing to, and development of, Schemes of Work across the Key Stages. • Effective use of Assessment for Learning to engage students as partners in their learning. • Clear evidence of raising student achievement within a successful department. • Experience of raising the achievement of targeted groups. • Proven record in raising standards of learning and teaching. • Development of innovative teaching and learning. • Evidence of leading monitoring, evaluation and review processes. <p>Knowledge</p> <ul style="list-style-type: none"> • Use of assessment and attainment information 	<ul style="list-style-type: none"> • Post graduate accredited training in education management/leadership. • Other recognised qualifications in relevant subject(s) <ul style="list-style-type: none"> • Relevant in- service training in management and leadership. <ul style="list-style-type: none"> • Successful experience in position of responsibility. • Experience of managing a diverse department or faculty. • Development of partnerships with other schools, business and the community. • Evidence of leading staff raising standards of learning and teaching. <ul style="list-style-type: none"> • An understanding of Health and Safety

to improve practice and raise standards.

- Ability to effectively organise data.
- Use of strategies to promote good student relationships and high attainment in an inclusive environment.
- Ability to lead, manage and implement effective changes to the curriculum
- Secure understanding of a range of successful teaching and learning strategies to meet the needs of all students.
- Implementing curriculum development that has led to raising standards in the department.
- Clear vision for the teaching of the related subject.
- Strategies to enhance teaching and learning of ICT within the relevant subject areas.
- Sound knowledge of requirements for SOW for the relevant subject at KS3/4.
- Understanding of the characteristics of an effective learning environment and key elements of successful behavior management.

Skills

- Willingness to develop high quality leadership and management skills.
- High quality teaching skills.
- Ability to delegate responsibility with accountability.
- Ability to think and act strategically.
- Able to work with stakeholders and the wider community.
- Ability to build and maintain good relationships.
- Ability to interpret and analyse data for target setting and development activities.
- Dynamic and innovative approach to teaching and learning.
- Ability to carry out lesson observations, provide constructive feedback and suitable action points as a result.
- Ability to articulate a clear vision to the department.
- Ability to generate high expectations, enthusiasm and commitment.
- Competent coordinator and motivator.
- Ability to plan and resource effective interventions to meet curricular objectives.
- Confident use of ICT.
- Ability to build positive working relationships with colleagues and provide support through effective line management.

regulations affecting the curriculum area.

- Ability to use and promote a wide range of teaching methodologies.
- An enthusiastic and effective leader and manager.
- Excellent communication and presentation skills.
- High quality leadership and management skills.
- Ability to motivate large groups
- Potential for further promotion.
- An ability to recognise and utilise the strengths of individual teachers.

Commitments

- To comprehensive education.
- Active participation in whole-school developments.
- To lead extra-curricular activities/educational visits/ out-of-school learning.

Personal

- Ability to positively influence the work of individuals within the relevant department.
- Passion for literature.
- Energy, enthusiasm and flexibility.
- Ability to critically evaluate own performance.
- Good health and attendance record.
- Sense of humour and a positive outlook on life.
- Ability to work under pressure and determination to succeed.

***Our school is committed to safeguarding and promoting the welfare of children.
An enhanced DBS will be required for this post.***



Job Description: Upper Shirley High School

Post Title:	Subject Leader/Head of Department
Reporting to:	Senior leader line manager
Responsible for:	Posts of responsibility, teaching staff and support staff within the department.
Liaising with:	Headteacher/Deputy Head, other Subject Leaders, relevant staff with cross curricular responsibilities, students and parents.
Working Time:	Full time – 1265 hours per year
Salary/Grade:	TLR 1.3
Purpose:	<ul style="list-style-type: none"> ▪ To have visionary leadership and effectively manage the department. ▪ To engender commitment and enthusiasm of the department team. ▪ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school. ▪ To make the department effective and high profile within the school and community. ▪ To prepare, develop and deliver appropriate schemes of work, which provide challenging lessons that stimulate students and allow them to succeed. ▪ To provide information to parents about the achievements and progress of their child as required through parents' evenings and reports. ▪ Have excellent subject knowledge and understanding of current developments. ▪ To effectively inspire students and improve their achievement. ▪ To be focussed consistently, inspiring confidence and commitment from students and colleagues. ▪ To use self-evaluation in a well-informed manner and effective analysis of performance. ▪ To tackle relative weakness through robust quality assurance. ▪ To co-ordinate joint planning and the effective sharing of good practice. ▪ To teach effectively across the full age and ability range. ▪ To be aware of and meet the developmental needs of staff within the department. ▪ Have ambitious aims for the subject and its relevance to the students attending USH. ▪ To communicate these aims effectively to students and staff. ▪ To skilfully deploy resources, including staffing. ▪ To take an active interest in their own personal development and keep professional skills up-to-date.

	<ul style="list-style-type: none"> ▪ To work closely with the Subject leaders for Maths and Science regarding the achievement of key groups. ▪ To complete all other reasonable tasks as directed by the Headteacher or line manager.
<p>Achievement of students</p>	<ul style="list-style-type: none"> ▪ Enable almost all students, including, where applicable, disabled students and those with special educational needs, to make rapid and sustained progress in the subject over time given their starting points. ▪ To enable the students to develop and apply a wide range of skills to great effect, including reading, writing, communication and mathematical skills that will ensure they are exceptionally well prepared for the next stage in their education, training or employment. ▪ To focus where standards of attainment of any group of students are below those of all students nationally and to close the gap over a period of time. ▪ Teaching in the subject is at least good and as a result almost all students make sustained progress. ▪ All teachers in the department have high expectations of all students. ▪ Supporting and owning excellent subject knowledge, resulting in teachers planning astutely and set challenging tasks based on systematic, accurate assessment of students' prior skills, knowledge and understanding. ▪ To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
<p>Curriculum Provision:</p>	<ul style="list-style-type: none"> ▪ To provide highly positive, memorable experiences and rich opportunities for high quality learning. ▪ To deliver, with the team, a curriculum which impacts on student behaviour. ▪ To add to student achievement and where appropriate to moral, social and cultural development. ▪ To liaise with the Line Manager to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which is in line with the School Blueprint. ▪ To be accountable for the development and delivery of the curriculum. ▪ Deliver a curriculum which provides constant opportunities for discovery and challenge and where students take greater responsibility for their learning. ▪ The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. ▪ To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. ▪ To supervise, lead, develop and enhance the planning activities of the department to ensure they reflect the needs of students within the subject area, the School Blueprint, and the aims of the school. ▪ Oversee the application of ICT in the subject including the development of materials for the website. ▪ To ensure that Health and Safety policies and practices throughout

	the department, including Risk Assessments, are in line with national requirements and are updated where necessary.
Curriculum Development:	<ul style="list-style-type: none"> ▪ To lead curriculum development for the whole department. ▪ To keep up to date with national developments in the subject area and teaching practice and methodology. ▪ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ▪ To liaise with the Line Manager to maintain accreditation with the relevant examination and validating bodies. ▪ To ensure that the development of the subject is in line with national developments. ▪ To work collaboratively with other departments to develop cross-curricular links which support the school's specialism and promote achievement.
Teaching standards:	<ul style="list-style-type: none"> • To engender in your department and self the agreed standards for teachers: <ul style="list-style-type: none"> ▪ Make the education of students the first concern. ▪ Be accountable for achieving the highest possible standards in work and conduct. ▪ Set high expectations which inspire, motivate and challenge students. ▪ Promote good progress and outcomes by students. ▪ Demonstrate good subject and curriculum knowledge. ▪ Plan and teach well-structured lessons. ▪ Adapt teaching to respond to the strengths and needs of all students. ▪ Make accurate and productive use of assessment. ▪ Manage behaviour effectively to ensure a good and safe learning environment. ▪ Fulfil wider professional responsibilities. ▪ Act with honesty and integrity. ▪ Keep knowledge and skills as teachers up to date and be self-critical. ▪ Develop professional relationships. ▪ Work with parents in the best interest of their students. ▪ Ensure the effective monitoring and evaluation of teaching and learning within the department. ▪ Establish the process of the setting of targets within the department and to work towards their achievement. ▪ Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. ▪ Contribute to the school procedures for lesson observation. ▪ Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. ▪ Ensure that the department's monitoring and evaluation procedures meet the requirements of Self Evaluation and the Strategic Plan.
Assessment of and for learning:	<ul style="list-style-type: none"> ▪ To ensure that marking and constructive feedback from teachers and students are frequent and of a consistently high quality, leading to high levels of engagement and interest. ▪ To promote students' high levels of resilience, confidence and

	<p>independence when they tackle challenging activities through high level teaching.</p> <ul style="list-style-type: none"> ▪ Organise and monitor marking and constructive feedback from teachers and students to ensure a frequent and consistent high quality, leading to high levels of engagement and interest. ▪ To ensure that accurate and up-to-date assessment information concerning student progress, within the department, is maintained. ▪ To make use of analysis and evaluate performance data provided. ▪ To identify and take appropriate action on issues arising from data; setting deadlines where necessary and reviewing progress on the action taken. ▪ To produce reports within the requirements of self evaluation. ▪ To produce analysis reports on examination performance, including the use of value-added data. ▪ To ensure students are entered as appropriate for external examinations through liaison with the Exams/Data Officer. ▪ In conjunction with the Exams/Data Officer, oversee the department's collection of data. ▪ To provide the Governing Body with relevant information relating to the department's performance and development. ▪ Ensure that students' work is regularly assessed in accordance with the school's assessment policy. ▪ Ensure that homework is set and marked on a regular basis.
Promotion of the school in the wider community:	<ul style="list-style-type: none"> ▪ To contribute to school publicity, eg the collection of material for press releases. ▪ To lead the development of effective subject links with other schools and the community. Effective promotion of subjects at Open Days/Evenings and other events. ▪ To attend network meetings arranged by the LA. ▪ To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> ▪ To manage the available resources of space, staff, funding and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget and overseeing the requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. ▪ To work with the Line Manager in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.
Additional Duties:	<ul style="list-style-type: none"> ▪ To take responsibility for, and demonstrate commitment to, own professional development. ▪ To engage actively in the performance management review process. ▪ To undertake any other duty as specified by STPCB not mentioned in the above.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working</p>	

environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.