



Proud to be part of  
**GREENSHAW**  
LEARNING TRUST



**HOLMLEIGH PARK**

**HIGH SCHOOL**



# Director of English

**Start Date:** 01 September 2021

**Salary:** L5-L10

£46,566 - £52,723

**Status:** Full time and permanent

## INTRODUCTION

Thank you for taking an interest in joining us our Director of English. This is an extremely exciting role, leading the largest department in the school. We are looking for an exceptional teacher and leader who can continue and build on the exceptional progress already made by the department.

Holmleigh Park is an ambitious academy located in Tuffley, Gloucester. We believe that all children have limitless potential, and are proud to offer a comprehensive education to all students in our local community. We expect all staff, students and parents to embrace our three principles - **Work Hard, Be Kind, Take Responsibility** - so that our students leave school as ambitious, confident and successful young adults with the highest standards of integrity.

## Why join us?

- **Impeccable behaviour:** Our centralised behaviour system is incredibly simple, meaning every minute of every lesson is disruption-free.
- **A common-sense approach to workload:** We only expect live-marking in class, and we work collaboratively across the trust to ensure all lessons are resourced centrally.
- **Our commitment to genuine development:** Our CPD is based on Rosenshine's principles of teaching, and all teaching staff (including the Headteacher) receive coaching feedback at least every fortnight.
- **The opportunity to make a difference:** Our school is improving incredibly quickly, and we're proud to offer all local students a standard of education which we fully expect to outpace the local grammar schools within two years.
- **The quality of living:** Our easily accessible location is just 15 minutes from the Cotswold Hills, and is within commuting distance from Cheltenham, Bristol and Cardiff.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, which collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive characters. Join us and see why we are one of the fastest improving MATs in the country.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. We welcome visits or conversations with prospective applicants. To arrange a tour or a confidential phone call, please contact Ms Harrison ([l.harrison@hphigh.co.uk](mailto:l.harrison@hphigh.co.uk)).

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

I look forward to hearing from you soon.



Patrick Farmbrough  
Headteacher

## **JOB DESCRIPTION**

As Director of English, you will be responsible for leading a large department of 12 English teachers.

You will need to show sky-high expectations for students by implementing our demanding and rigorous curriculum from Year 7-13. You will be expected to lead the English team in securing exceptional outcomes for all students, coordinating interventions where needed to ensure great progress. You will be a fantastic teacher, able to lead departmental CPD and help other staff develop their pedagogy. You will be a strong leader and manager, skilled in getting the best out of people through supportive but challenging line management. You will need to be a team player, working closely with SLT and other middle leaders to develop the culture of the school.

The successful applicant will be expected to carry out the following:

### **Strategic Leadership:**

- To develop, promote and monitor whole school policies and procedures with specific responsibility for improving outcomes within the department
- To audit and plan the curriculum provision and enrichment within the department
- To identify areas for improvement within the department and contribute to whole-school self-evaluation and improvement planning
- To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets
- To contribute to the appointment of staff to the department
- To deploy teaching and support staff within the department
- To carry out Performance Management in line with whole school procedures
- To manage a budget and oversee effective allocation of material resources within the faculty
- Other senior duties as required by the Headteacher

### **Teaching and Learning:**

- To be accountable for the development and delivery of your subject
- To lead curriculum development for the whole department
- To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students
- To keep up to date with national developments in the subject area, teaching practices and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To teach consistently high quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3, 4 & 5
- To be a role model for students, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

### **Assessment, Feedback and Tracking:**

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow Academy monitoring and tracking systems relating to students attainment, progress and achievement
- To make use of, analyse and evaluate performance data provided

- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing the progress on the action taken
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students

#### **Personal Development:**

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

#### **Communications, Marketing and Liaison:**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, Parents Evenings, liaison events with partner schools, etc.

#### **Personal Responsibilities:**

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

*Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*



## PERSON SPECIFICATION

### Education

<b>Essential</b>	<b>Desirable</b>
Qualified teacher status Relevant Degree Evidence of continuing professional development	Post graduate qualification First degree or equivalent Evidence of wider professional development

### Experience

<b>Essential</b>	<b>Desirable</b>
An outstanding classroom practitioner Experience of implementing systems and processes to aid learning, teaching and student development Proven experience of maximising student outcomes at all levels Able to identify strengths and weaknesses in both staff and students and act appropriately	Awareness and or involvement with ITT/appropriate CPD Experience of successful leadership of a department Management and experience of curriculum innovation

### Knowledge and skills

<b>Essential</b>	<b>Desirable</b>
Excellent interpersonal and teamwork skills Excellent communicator – sensitive and effective An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues Knowledge of strategies to inspire and improve outcomes for students The knowledge and vision to put strategies into practice to meet current and future challenges Outstanding organisational skills to ensure efficient and effective operation Confidence and experience in the use of ICT for learning, teaching and admin	Links to/with the wider educational community

Essential	Desirable
<p>Ambition and vision</p> <p>A commitment to sustaining and raising achievement, attainment and aspirations of all students</p> <p>Co-operative style of working</p> <p>A sense of humour and perspective</p> <p>Ability to work under pressure and remain positive, enthusiastic and resilient</p> <p>Reflective and analytical</p> <p>Unbridled optimism and energy</p> <p>The ability to work independently, willingness to take tough decisions and face the challenges of managing change</p> <p>Potential and capacity to grow professionally</p>	

## The Application Process

### 1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.hphigh.co.uk](http://www.hphigh.co.uk)

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **Sunday 18<sup>th</sup> April 2021**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **Monday 19<sup>th</sup> April 2021**. Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### 3. Interview

Interviews will take place as soon as possible.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. **Taking up post**

The successful candidate will take up post as soon as possible.

Should you require any additional information, please contact Lin Harrison, HR Officer at [l.harrison@hphigh.co.uk](mailto:l.harrison@hphigh.co.uk)

