



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'
GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16



Assistant Curriculum Leader of English

Pt 6 plus TLR2e. £36,961 plus £2500

From September 2021

APPLICATION PACK



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1. Introduction from the Principal



Thank you for the interest you have shown in the post of Assistant Curriculum Leader of English at Bradford Girls' Grammar School. This is an excellent opportunity to join our dynamic team.

Bradford Girls' Grammar School is a heavily oversubscribed through-school of around a thousand students, located in the outskirts of Bradford city centre. Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary. The Senior School has remained a girls' school.

I was appointed in September 2020 and I am delighted to have joined a school with such a strong history of success, and yet with so much potential for further improvement. The results have consistently been significantly well above national at Key Stage 4 and all students attain well and make excellent progress. In English Language, 88.2% students gained grades 9-4 and 30.9% grades 9-7 in 2020. In Literature, 89.1% students gained grades 9-4 and 30.9% grades 9-7 in 2020. Although this year students did not sit exams formally, these results reflect the long-term picture of the school as results have been just as high in previous years.

There are many other strengths of the school; teaching quality is good across many subjects and our disadvantaged students perform even better than others from more privileged backgrounds. Behaviour in the school is excellent, underpinned by an inclusive ethos and a strong set of values. Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform. Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

It should be noted that in March 2019 the school was inspected by Ofsted and the school is currently in Serious Weaknesses. However, this was due to aspects of safeguarding relating to the management of staff allegations, and due to the rate of students' progress in the sixth form. I am delighted to report that, since then, significant changes have been made to safeguarding processes and a monitoring visit in December 2019 judged that leaders were taking appropriate action towards the removal of the Serious Weaknesses designation. Sadly, at the end of this year, the sixth form will be closing, as it was not financially viable due to its small size. Although this is a huge loss for the school it has also presented an opportunity to expand the main school, which better meets the needs of the locality. We now have an intake of five forms (140 students) into Year 7. These students are drawn from our primary phase (Lady Royd Primary), siblings, and by way of a fair banding process from across Bradford. We no longer have selective entry; our student intake is truly comprehensive.

We are aiming to be a beacon of success and every indicator we have indicates that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy. Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and staff morale is excellent. Staff enjoy working here and we pride ourselves in the care and support that we give one another. As a result, there is a real team spirit in the school and people enjoy being part of our school community.

The quality of education is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none. We are privileged to be a through-school, and so a key focus for 2020 is to plan a coherent, meaningful and enriching 4-16 pathway. As Assistant Curriculum Leader of English you would support the curriculum development work across the whole school, working closely with Primary colleagues to share practice and to develop an exciting learning experience for children throughout their school life. You would also assist with the day-to-day running of the department, to support the Director of English, who is a member of the Senior Leadership Team and also leads staff continuous professional development across the school. You would have overall responsibility for the leadership of key stage 4 English.

The Leadership structure of the English department is as follows:

- Senior Leader, Director of English
- Assistant Curriculum Leader
- Literacy and New to English Co-ordinator

In addition, at Lady Royd Primary there is:

- English and Literacy Leader

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis. This year, we joined the Red Kite Teaching Alliance which will provide outstanding opportunities and CPD for all our staff. As an Assistant Curriculum Leader, you would benefit from the work of their Collaborative Learning Groups, which would allow you to share best practice with the 46 other member schools.

This clearly is an exciting time to join our school as we build on our strong foundations to become a modern forward-thinking centre of excellence. If you would like to join our team, then please complete the application form. Any further details can be obtained from the school directly. I look forward to hearing from you.

Clare Martin
Principal
Bradford Girls' Grammar School

Why work at Bradford Girls' Grammar School?

- Join a vibrant school community of dedicated, hard-working and well-behaved students who achieve excellent GCSE results
- Be a part of our warm and welcoming team of staff who are committed to ensuring students have an enjoyable and successful experience
- Support the develop of Mathematics in a through school, working with primary and secondary colleagues to develop an excellent curriculum for children aged 4-16.
- Be part of a supportive organisation which prides itself on high standards for staff and students
- Play a key part in leading a highly successful, and over-subscribed school, to be a national beacon of success

Student Outcomes

	2019	2020
Cohort	106	112
Progress 8 score	0.74	1.10
Attainment 8 score	51.3	56.91
% Grade 5+ in English and maths	58	59.5
% Entering EBacc	43	36
EBacc average point score	4.68	5.15

GCSE 9-1 (Att8 Points)												
	No. pupils	9 %	9 - 8 %	9 - 7 %	9 - 6 %	9 - 5 %	9 - 4 %	9 - 3 %	9 - 2 %	9 - 1 %	9 - U %	9 - X %
English Language 2020	110	2.7	11.8	30.9	53.6	73.6	88.2	96.4	98.2	99.1	100	100
English Language 2019	105	1	6.7	15.2	41.9	61.9	80	94.3	96.2	99	100	100
English Literature 2020	110	5.5	14.5	30.9	57.3	76.4	89.1	97.3	99.1	100	100	100
English Literature 2019	105	3.8	8.6	24.8	48.6	67.6	83.8	94.3	97.1	100	100	100

2. Information on the Post

We are looking to recruit an excellent English teacher to assist with the leadership of our department.

The successful candidate will have a unique opportunity to assist with the leadership of English in one of a small number of through-schools in the county. Supporting English specialists and teachers in both Primary and Secondary phases, you will help develop an exciting, enriching curriculum that inspires children of all ages to love English Literature and Language, be able to solve real life problems and achieve excellent examination results.

Our school motto is Aspire, Succeed, Lead. We are a hugely successful school, with a strong set of GCSE results. But our mission is to achieve much more than that, so that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our **accountability** to our children and the impact we make on their futures; we are **self-confident** in what we do; and we are prepared to **persevere** in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on **integrity, mutual respect, and empathy**.

Improving academic performance in English is one of our key school priorities, and so we are pleased to have our Director of English at the heart of decision making on the Senior Leadership Team. This decision has created this additional responsibility in English, which allow the successful postholder to play a key part in the development of this department.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically in Word or PDF format to Kiran Suri on ksuri@bggs.com Please be aware that we do not accept Curriculum Vitae.
- In support of your application you may include a covering letter. This should be in addition to the completed application form.

Closing date for applications: Friday 23rd April, 2021

If at all possible, interviews will take place in the school.

Interview date: TBA

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.

3. Job Description

Post Title:	Assistant Curriculum Leader for English
Post Purpose:	To support the leadership of the English department
Reporting to:	Senior Leader, Director of English
Working time:	Full time
Salary/Grade:	Pt 6 plus TLR2e. £36,961 plus £2500
Main (Core) Duties:	
Responsibilities	<ul style="list-style-type: none"> • Support the leadership of the English department and ensure outstanding student progress within the department • Take responsibility for Key Stage 4. • Contribute to curriculum development within the department • Produce schemes of work, as appropriate • Keep up to date with developments in the subject (including research/inspection findings); classroom management and pedagogy to encourage good practice • Liaise with the Senior Leader Director of English regarding links with relevant examination and validating bodies • Make full use of assessment data to produce personal student targets and ensure these are reviewed on a regular basis • Contribute to the subject area's programme of enrichment activities • Work in partnership with the primary staff team to ensure outstanding curriculum, teaching, learning and progress for ages 4-16 is enabled.
Relationships	<ul style="list-style-type: none"> • To support the positive ethos of the school by acting in accordance with its values. • To provide support and development for the English team • To liaise with parents and carers to help them support their children's English. • To motivate and generate a climate where staff and students can develop as leaders • Create an environment where students and staff maintain positive attitudes to learning

Physical Conditions	<p>The post is based at Bradford Girls' Grammar School.</p> <p>The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request</p> <p>This post is subject to an enhanced Disclose and Barring Service check.</p> <p>The school operates a non-smoking policy.</p>
Prospects	<p>Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.</p>
Training	<p>The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.</p>

Statement:

Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Dated: 10/09/20
(Principal)

4. Person Specification

ATTRIBUTES	CATEGORY 1	Ess	Des	MOA
Skills	<ul style="list-style-type: none"> Excellent literacy skills Can use ICT effectively to support learning Work constructively as part of a team Experience working with children of relevant age Ability to communicate with different audiences in writing and orally Use a range of data to set targets, monitor progress and identify underachievement 	* * * * * * *		A, I & C A & I A & I A
Knowledge/ Understanding	<ul style="list-style-type: none"> Knowledge and understanding of primary and secondary English national curriculum Knowledge an understanding of Key Stage 2 and Key Stage 4 assessments Knowledge of strategies for raising attainment 	* *	*	A, I & C A
Qualifications/Tr aining	<ul style="list-style-type: none"> Degree level qualification in English Post Graduate Qualification or QTS Evidence of ongoing professional development in English Evidence of Middle Leadership training 	* * *	*	A & I A & I A & I A & C
Behavioural and other related characteristics	<ul style="list-style-type: none"> Enthusiasm, determination and high standards A sense of humour Belief in the value of others Prepared to respect sensitive and confidential work. Commitment to own personal development and learning. 	* * *	*	I I
METHOD OF ASSESSMENT(MOA)		A = Application Form T = Test I = Interview C = Certificate		

4. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

School Location and Travel Information

Bradford Girls' Grammar School
Squire Lane
BRADFORD
BD9 6RB

Tel: 01274 545395

www.bggs.com



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