



Excellence in Learning

Purposeful **Collaboration** | Aspirational **Curriculum**s | Heart of the **Community**

## Assistant Head and Head of English





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## Osprey Learning Trust

Osprey Learning Trust is seeking to appoint an Assistant Head and Head of English. The post holder will be responsible for effectively leading a knowledgeable and skilled team in order to raise student achievement and help foster a love of literature, language and communication skills for our pupils. Being a part of the Senior Leadership Team, the post holder will contribute towards the school improvement.

Osprey Learning Trust works closely with all schools within the Trust and beyond who all believe passionately in Excellence in Learning. We aim to:

- enable all pupils to reach their potential
- ensure teaching and learning in our schools is of the highest calibre
- have exemplary governance at all levels
- have central systems which are efficient and support leaders to focus on school improvement

If you share these aspirations, then we very much welcome your expression of interest for this post. For an informal discussion please contact [james.oconnell@teignmouthschool.co.uk](mailto:james.oconnell@teignmouthschool.co.uk).

Applications can be downloaded from our website at: <https://www.ospreylearningtrust.co.uk/trust-vacancies/> or by request to [maire.cotterill@teignmouthschool.co.uk](mailto:maire.cotterill@teignmouthschool.co.uk)

Completed applications should be sent to [maire.cotterill@teignmouthschool.co.uk](mailto:maire.cotterill@teignmouthschool.co.uk) no later than **9am on Monday 18<sup>th</sup> October**. Interviews will take place on Thursday 21<sup>st</sup> October (TBC).

# Job Description

Job Title:	Assistant Head and Head of English
Location:	TCS, Exeter Road
Responsible to:	Deputy Head
Responsible for:	Leadership & management of English Faculty + SLT responsibilities (tbc)
Salary:	L7-11

## Key Purpose of Job

To secure and account for effective learning, appropriate achievement and the educational social and personal progress of all students in the assigned areas of responsibility, consistent with the aims and ethos of TCS and the unique needs of each individual learner.

## Liaising with:

- SLT, Exams Officer, other middle leaders (HoFs and HoYs)

## Main Duties:

The Assistant Head and Head of English will:

- Establish and lead the strategic development of the team, consistent with the priorities of our school and needs of our students.
- Support the English team to deliver high quality, engaging and purposeful learning.
- Lead by example through their own high quality delivery of teaching, learning and assessment (TLA).
- Plan and coordinate the curriculum with a clear vision and detailed long and medium-term planning to enable all English teachers to teach effective, well-sequenced curricula.
- Track and account for students' outcomes and progress across all year groups in English and working closely with the Head of Maths as well as other middle leaders.
- Oversee and coordinate intervention and enrichment activities across English language and literature, fostering the strong reading culture and promoting literacy across the curriculum in all its forms: reading, writing and oracy.
- Support and hold colleagues to account, as required, to enable and ensure the high quality of TLA across the school.
- Line manage, coach and support the English team and other colleagues to develop them professionally.
- Be reflective and committed to continuing to develop teaching practice through our TLA programme.
- Contribute to the wider school middle leadership team and whole school development.
- Communicate with parents and all stakeholders to represent and champion the importance of English, reading and academic success across the curriculum.
- Work with colleagues to support all students and staff across the school, valuing safety, well-being and learning across the school.

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility and to work within a team is essential. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

# Person Specification

Area	Job Requirements	Essential/ Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>▪ Qualified Teacher Status</li> <li>▪ Secondary PGCE or Qualification for the secondary phase</li> <li>▪ Degree Level Qualification</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>C, I</p> <p>C, I</p> <p>C, I</p>
Experience/ Knowledge	<ul style="list-style-type: none"> <li>▪ Working with secondary school students across KS3, KS4 and KS5.</li> <li>▪ Secure knowledge of the relevant subjects and curriculum areas.</li> <li>▪ Experience of required specification and courses.</li> <li>▪ Set goals that stretch and challenge all students.</li> <li>▪ Know and understand how to assess the relevant subjects and curriculum areas.</li> <li>▪ Make use of formative and summative assessment to secure student progress.</li> <li>▪ Leading change successfully in a school context.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>
Skills	<ul style="list-style-type: none"> <li>▪ Excellent communication and organisational skills.</li> <li>▪ Ability to differentiate and personalise learning.</li> <li>▪ Impart knowledge and develop understanding through effective use of lesson time.</li> <li>▪ Understand how a range of factors can inhibit students' ability to learn and how to overcome these.</li> <li>▪ Manage classes effectively, using behaviour approaches which are appropriate to students' needs.</li> <li>▪ Demonstrate very high standards of personal and professional conduct.</li> <li>▪ Create a culture where all team members are motivated and supported to develop their practice.</li> <li>▪ Motivate and inspire staff and students.</li> <li>▪ Hold staff to account for the delivery of the curriculum and professional practice.</li> <li>▪ Manage a budget effectively and strategically.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>
Other Conditions	<ul style="list-style-type: none"> <li>▪ Flexible and adaptive</li> <li>▪ Creative</li> <li>▪ Solution focussed</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Sense of humour/positive attitude</li> <li>▪ Patient, tolerant and understanding</li> <li>▪ Work well within a team structure</li> </ul>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>

## Key to Evidence:

A – Application

C – Certificates

I – Interview

R – References