



United Learning
The best in everyone™

Briefing Pack for Applicants

Assistant Head of English

August/September 2026

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Section 1 - Post Advertisement



Job title: Assistant Head of English

Location: Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN

Starting salary: Competitive Teachers Pay Range (£36,400.00 - £53,040.00) + TLR2 £5,213.00 per annum + a £3,000 'Golden Hello'

Contract: Permanent, Full- Time, 37.5 hours per week.

Start date: ASAP

'Leaders are ambitious for all pupils to achieve highly'

'This is a school where students care for students and are determined that they succeed'.

OFSTED report, December 2022

We are seeking to appoint a dynamic, enthusiastic, and influential 2nd in department in English to help lead our current successful department. We have made strong gains over the last two years and now wish to achieve results that compare with the very best in the city.

We are looking for someone who can provide inspiring and outstanding leadership or quickly develop as an outstanding leader to ensure that attainment and progress in English continue an upward trajectory and who embodies our core values of ambition, knowledge, and determination.

This role would suit an ambitious and driven individual with high expectations for student achievement. It would suit either someone looking to progress to Head of Department and Middle leadership in the next 2 to 3 years or someone who would like experience in a large secondary school with A-level English provision

Our mission statement is to create Sheffield's Influential young leaders of tomorrow and you will play a key role in equipping students with the language skills to attain a range of prestigious positions and life experiences.

We will consider applications from a range of experience, minimum 1 year teaching, more important for us is your focus, impact, and ability to motivate students and staff towards the highest of standards and a genuine belief that students have the potential to achieve highly.

Sheffield Park Academy is an 11-18 school with a thriving sixth form and is part of the United Learning group. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities while we have recently had our first successful applications to Eton and Oxford.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe.
<https://www.welcometosheffield.co.uk/>

We are looking for applicants who are able evidence a strong track record of student achievement with their own classes and who have the potential to make a significant impact on the lives and education of the children they teach. This will need to be demonstrated in your application and be clear at interview.

At Sheffield Park Academy, we pride ourselves on a team of staff who are supportive, friendly and dedicated to providing the very best teaching and learning for our students. Staff across the academy set a culture of high expectations and continuous improvement for students which, in turn, is reflected in the emphasis we place on continuing professional development (CPD) for our staff.

What we can offer you:

- An academy making rapid, sustained improvement.
- Excellent facilities and resources.
- Access to an outstanding professional development programme including in-house MA and excellent opportunities for networking nationally.
- A chance to become part of the largest MAT in the UK with outstanding progress measures.
- Caring, dedicated and friendly students who want to learn and fulfil their potential.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- Opportunities to be creative and to inspire your students.
- More pay, more time, and more support. We offer the best pay in the sector, three extra INSET days for planning, guaranteed personal days, great training for your career, and more. Teach with United Learning for a more rewarding career.

In return, we are looking for:

- An 'outstanding' teacher with strong leadership qualities who can evidence significant progress and attainment from their students over a protracted period of time.
- Someone who shares our moral purpose of ensuring that all of our young people receive the best education possible in a supportive environment from people who care about them.
- Someone who is resilient, dynamic and passionate about improving the life chances of all children in our community.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please see the Job Description and Person Specification for further information.

To apply, please click the 'Apply' button at the top of this page to complete our online application form, CVs are not accepted. If you have any queries regarding this role, please email hr@unitedlearningyorks.org.uk. The closing date for this post is **11:59pm, Sunday 13th September 2026**. Interviews will take place soon after.

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

Sheffield Park Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Westfield, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Park Academy



Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school, and I hope that this application pack provides you with a good overview of the type of candidate we are looking for. **If you like what you have read or know about our school, I advise you to get in contact with us either for a visit to the academy or a phone call (with me or one of my senior leaders) to find out more.**

I am particularly keen to hear from English teachers and leaders who want to make a significantly positive difference to the lives of young people, particularly those from disadvantage. **If you are a professional who believes English can have the power to change childrens' lives for the better, then please do get in touch.**

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools: Barnsley Academy, Fir Vale Academy, and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning, and particularly our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group. Our own academy character values of Community, Ambitions, Respect, and Endurance filter through everything we do as a school, and we aspire for all students, staff, and other members of our community to live these into being. We also subscribe to our academy strapline of 'One Community, One Park' to ensure our school is a place of strong values, together, and shared goals.

If you are aligned with our mission and values, we very much look forward to hearing from you.

As an academy, we will be relentless in our aim to provide ambitious and high-quality learning and education to the students of Sheffield Park Academy. To provide that, we are looking for colleagues who wish to make a strong and valuable contribution to positively shaping the lives of young people in our community.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Rob Watson
Principal
Sheffield Park Academy

Section 5 – Job Description



Job Description

Post title	Assistant Head of English
Salary	Competitive Teachers Pay Range (£36,400.00 - £53,040.00) + TLR2 £5,213.00 per annum + a £3,000 'Golden Hello' (paid after successful probation)
Responsible to	Director of English
Responsible for	Teachers within the designated department area.
Role purpose	The primary purpose of the Assistant Head of Department is to support the Director of Department to ensure that the standard of teaching and learning in all areas within their remit.
Relevant qualifications	• Qualified Teacher Status • Degree or equivalent academic qualifications • Evidence of further/higher study

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and school policies and procedures, and within the legislative framework applicable to schools.

Key Responsibilities

Main duties

This serves as guidance only and is not definitive.

- Ensuring high standards of teaching and learning for all students throughout the curriculum, including the development of appropriate pathways at KS4 and post 16.
- By agreement with the HOD, leading on raising achievement with a particular Key stage or Year group in the first instance.
- Developing a curriculum vision and plan which help the Academy adapt to the needs of students and drive outcomes.
- Creating Schemes of Learning which enable all students to become effective learners.
- Playing a key role in the strategic leadership of the faculty. Leading on key areas and having a significant level of accountability.
- Supporting the analysis of data based on student performance and contributing the faculty self-evaluation.
- Contributing to discussions on course selection and implementation.

- Playing a full role in the delivery of the Academy's enrichment curriculum and intervention
- Collaborating effectively with agreed partners which may include partner primary schools to ensure a smooth transition for new students.
- Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation, and classroom management.
- Being an advocate and enthusiastic user of the Academy's information
- Leading on Gifted and Talented provision and ensuring the SEND needs are met.

Leadership

- To lead on agreed faculty priorities ensuring tangible outcomes which have a positive impact on student development.
- To deputise for the Head of Department as required.
- To participate as a team leader in performance management for agreed staff.
- To lead on resources and purchasing within the faculty.

Learning & Teaching

- To quality assure the learning and teaching within the faculty is of a high standard.
- To start to participate in learning walks, book looks and formal lesson observations providing supportive feedback which empowers colleagues to develop pedagogy so to improve the learning experience for students.
- To lead on the development of innovative courses and teaching techniques so to ensure the best possible educational experience for all.
- To support work-based learning as appropriate.

Student Care

To provide a secure and safe learning environment for all students so that they develop into self-confident and self-motivated learners by:

- Contributing to the delivery of the 'Every Child Matters' outcomes.
- Contributing to assemblies in a way which support the Academy ethos.
- Maintaining the highest standards of student behaviour so that all students are able to learn effectively.
- Providing a proactive presence around the school embodying the Academy's high expectations to students and staff.
- Ensuring productive communication with parents so that they remain well informed about their children's progress and achievements as well as any incidents of poor behaviour.
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.

- To work openly within the framework of best practice identified in the school safeguarding policy.
- To report any concerns regarding pupil safety or staff working practices to the designated CP officer(s).
- To keep up to date with local and national CP training and training requirements.

Assessment

To set challenging targets for all students and staff, and provide the support, guidance, and accountability framework necessary to achieve these targets by:

- Devising and implementing within an agreed subject area student assessment systems which enable student underachievement to be identified and acted upon at an early stage.
- Coordinating effective intervention strategies which support students so that they make the progress that is expected of them within an agreed cohort / subject.
- Identifying excellent practice within the subject area and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning, and team teaching.
- To have oversight of all accredited courses within an agreed subject area. Ensuring that entries, coursework, and moderation etc are planned strategically.

Staff Development

- To fully participate in the Academy Performance Management.
- To identify and support staff in pursuing training needs.
- Acting as a subject mentor of PGCE, GTP and ELT staff as agreed with the Head of Department
- Providing support for staff with a support plan or who are subject to capability proceedings.
- Complete all return-to-work meetings in a professional and supportive manner, balancing staff, and business need.

Other

- To be fully engaged with the wider vision of Team SPA.
- Any other task reasonably commensurate with the post of Assistant Head of Department.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academy at events as appropriate.
- To support and promote the academy and United Learning's ethos, playing a part in strengthening relationships between academies within the cluster and between the academy and central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academy and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Assistant Head of English		
Salary	Competitive Teachers Pay Range (£36,400.00 - £53,040.00) + TLR2 £5,213.00 per annum + a £3,000 'Golden Hello' (paid after successful probation)		
Education and Qualifications		Essential	Desirable
Qualified Teacher Status (QTS).		X	
Degree or equivalent academic qualifications in English.		X	
Ability to teach across the full 11-18 age and ability range (the ability or experience of teaching KS5 is not essential, but desirable)		X	
Appropriate in-service training / CPD according to experience			X
Experience		Essential	Desirable
Experience in developing learning and teaching in an inclusive environment.		X	
Excellent teaching at secondary level.		X	
Involvement in the monitoring of progress and attainment at student and class level.		X	
Experience in monitoring and developing the academic and personal progress of individual students as a tutor.		X	
Experience in developing learning and teaching in a multi-cultural environment.			X
Involvement in curriculum initiatives and extra-curricular developments.			X
Successful Post-16 experience.			x
Knowledge and Skills		Essential	Desirable
Professional knowledge and understanding of one or more subjects within the Learning Area		X	
Ability to articulate characteristics of effective teaching and learning with evidence of good practice		X	
Good classroom management technique		X	
Knowledge and understanding of effective assessment and its contribution to learning and progression		X	
Abilities to contribute to Programmes of Study / Lesson Plans		X	
Knowledge and use of ICT and e-learning		X	
Knowledge and understanding of current Teaching and Learning issues relevant to the needs of the Academy			X
Able to express a vision for subject development.			X

Ability to contribute to the SMSC / Citizenship programme		X
Involvement in extended curricular provision		X
Good ICT skills and an awareness of its potential		X
Knowledge of strategies related to key issues in education e.g. gender issues, equal opportunities, SEND		X
Management	Essential	Desirable
Leads by example and acts as a role model for professional behaviour and good practice.	X	
Sets the pace for action and demonstrates commitment to achieving stretching goals.	X	
Translates broad strategies into clear objectives and practical action plans.	X	
Actively implements and encourages improvement processes.	X	
A person who is committed to an ethos of high standards, personal fulfilment and academic success.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Ability and willingness to travel to locations within the cluster, attend meetings off-site with agencies, etc.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Sheffield Park Academy

The academy is located in a thriving town close to the beautiful Peak District



Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

Email: info@sheffieldparkacademy.org

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.