



An All-through Co-operative School

Carlton Avenue East, Wembley HA9 8NA
Executive Headteacher: Mr Russell Denial
www.preston-manor.com

DEPUTY HEAD OF ENGLISH

INFORMATION PACK

Permanent, full time role: Inner London Main/Upper Pay Scale + TLR 2c £7,017
Required from: September 2022

Closing date: noon on Wednesday 18th May 2022
Interviews: w/c 23rd May 2022



Making School Memorable by Striving for Excellence



Dear Applicant

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through Co-operative school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos and how warm and welcoming our School is.

Our children and students respond to the challenges of learning with enthusiasm and excitement and are as keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

I do hope that you will consider applying to join this successful and happy school and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Denial'.

Russell Denial
Executive Headteacher



The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through co-operative school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

Preston Manor is a high achieving and successful school. We are looking for an excellent teacher to work within a committed English and Media department (and wider faculty) to continue to build on its existing strengths and successes.

You will be joining an energetic school which strives to ensure that all students enjoy learning and surpass expectations for achievement.

The successful candidate will be expected to be able to teach at all Key Stages.

You will:

- have a passion for teaching and learning
- be an innovative and strategic thinker with vision and ideas
- be an excellent practitioner
- lead by example and act as a strong role model to students and staff
- have a positive, can do attitude with staff and students
- be able to demonstrate excellent leadership and management skills
- have a proven track record of achieving outstanding student progress through own practice
- be an effective team player and value every aspect of the life of the school
- have effective interpersonal skills with the ability to inspire students and staff
- be an active learner, who constantly strives to improve, with the desire to progress

We offer:

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious students
- a friendly and supportive team of teachers
- well-resourced facilities
- a professionally stimulating and collaborative working environment
- a commitment to professional development, including an excellent CPD programme including ECT induction and Teach First training

The school is situated within walking distance of the world famous Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school.

The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Student quotes:

"Students at Preston Manor are always aiming high, supported by the teachers who push them further."

'Preston Manor is a vibrant, diverse and enriched community. The discipline and teaching is first-class, giving us a wider perspective of how the world around us works.'

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hadmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

Main duties and Responsibilities:

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development
- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Form Tutor as required.
- Produce and maintain attractive classroom displays.
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
- To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Responsibilities of the Deputy Head of English, in addition to generic classroom teacher's responsibility:

- To deputise for the HOD in his/her absence.
- To take leadership of a nominated Key Stage.
- To ensure coherent and up-to-date long term plans are in place for the delivery of the English curriculum at Key Stage to students on all routes and to lead on the development, delivery and evaluation.
- To monitor the work of all staff and students in the department through, for example, book scrutinies, focus groups and learning walks in conjunction with the HOD.
- In liaison with the HOD, to take responsibility for all moderation and student intervention, including identifying underachievement and co-ordinating interventions and other out of hours support such as Saturday and Easter revision programmes.
- To produce an analysis of Key Stage results annually and, in conjunction with the HOD, produce an action plan for improvement.
- To attend examination board meetings and disseminate information to the department as appropriate.

- To ensure suitable cover work is set in the event of staff absence, overseeing other postholders.
- To support colleagues in ensuring the good behaviour of all students in the department in line with department and whole school policies, and in conjunction with the HOD and other postholders.
- To contribute to the Department Development Plan, as appropriate.
- To co-ordinate internal and external competitions across Key Stages.
- To take responsibility for the appraisal of colleagues as directed by the HOD.
- To contribute to the process of recruitment and selection of staff as appropriate.
- To contribute to the induction and mentoring of new staff as appropriate.
- To monitor and track the progress of students across key stages, including managing and maintaining the interventions tracker and marksheets.
- To take responsibility for ensuring staff keep marksheets up-to-date.
- To support the HOD with department training on all areas of assessment for learning and data, with a focus on improving consistency of marking practice across the department.
- To co-ordinate formal examinations, including the PPEs, providing staff with mark schemes and training as required.
- To oversee the administration of all examinations, including the timely submission of exam entries, estimated grades and marks to the exam board.
- Through lesson observations, monitor the implementation of assessment for learning opportunities, providing support where necessary.
- To review and monitor the department's marking and assessment policy, and explore strategies for managing the department's marking load.
- To liaise with SEN and EAL Departments in developing differentiated assessment opportunities.
- To undertake any other reasonable request appropriate to the position as requested by the HOD.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.

This job description should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD).

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Qualified Teacher Status
- Good Degree
- Ability to teach across subject areas

Desirable

- Further professional qualifications
- Recent CPD in related curriculum areas

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of teaching in the subject area
- Clear evidence of successful teaching across the full ability and age range
- Monitoring and evaluation
- Good practice in social inclusion
- Good time management skills
- An effective teacher with experience of teaching English to examination level in a secondary school to all ability groups
- Experience of a range of teaching and learning styles
- Proven track record of sharing experience to sustain a curriculum which is sensitive to the needs of all students
- Track record of supporting students to make good progress
- Experience of teaching a range of KS3, KS4 and KS5 English courses
- Good communication, administration and organisational skills
- Effective management of student behaviour
- Provision for SEND, vulnerable and “at risk” children

Desirable

- Experience of marking external examinations

SKILLS AND ABILITY

Essential

- Emotional literacy and empathy for all young people
- Positive attitude towards school improvements and raising achievement
- Dynamic and innovative approach to teaching and learning developments within a department
- Ability to model effective teaching methods and work with others in the development of teaching and learning of the most able
- Able to work in such a way as to secure the professional respect of colleagues and be adept at developing the knowledge, skills and understanding of those colleagues
- Ability to assess and promote student progress and their needs in a variety of ways
- Good interpersonal and communication skills
- Effective organisational skills and the ability to meet deadlines
- Ability to work strongly in a team both within the school and department
- Ability to be a creative, imaginative and effective teacher and to relate well to children
- Ability to teach all ability groups, meeting the needs of all students including those with SEN

- Proven ability to teach English specialism to GCSE or equivalent and to Advanced Level
- An up to date knowledge of the delivery and assessment of the English National Curriculum
- Ability to translate a curriculum model into curriculum delivery
- Perception of the post as a leadership role
- Positive attitude towards school improvements and raising achievement and aspiration
- Ability to assess and promote students' progress and their needs in a variety of ways

Desirable

- Record of ensuring students make more than expected progress in exam classes

EQUAL OPPORTUNITIES

Essential

- Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment
- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values***

Desirable

- Willingness to help formulate and implement equal opportunities' policies

CHILD PROTECTION

Essential

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

DISPOSITION

Essential

- Flexible approach to changing environments
- To be interested in students as individuals, how they learn and in developing ways of removing barriers to learning
- Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
- Willingness to contribute to extra-curricular activities within the department
- Belief in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department
- Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour
- Energetic and enthusiastic with a positive outlook
- Willingness to commit time to extra-curricular activities

Desirable

- Evidence of commitment to and understanding of collective responsibility

** Fundamental British values – democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

*** Co-operative values – self-help, self-responsibility, democracy, equality and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others