



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

The West Bridgford School

Mr T Peacock B.Sc (Hons)
Head Teacher

31st March 2021

Dear Applicant,

Re: Deputy Head of English for September 2021

Thank you for your interest in the above post. The Governors are seeking to appoint a Deputy Head of English for September 2021.

Enclosed with this letter are the following:

Copy of the Advertisement
Department Information
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon, Friday 23rd April 2021.

Yours sincerely,

Joann Blackamore
Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM



The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488 Fax: 0115 9744489

Email: recruitment@emet.uk.com

Secondary roll: 1731 including 417 in the sixth form

Part of the East Midlands Education Trust



DEPUTY HEAD OF ENGLISH

FOR SEPTEMBER 2021

Salary: Dependent on Experience £25,714 to £41,604

TLR2a (£2,872) or TLR 2b (£4,784) Available

The West Bridgford School has an opportunity for an enthusiastic and experienced Teacher of English to join the management team of this successful department and help to take it to the next level.

The person we are seeking will be an outstanding teacher, across the ability and age range, able to promote innovation in teaching and learning, and work in a supportive way with colleagues.

We are offering excellent professional development opportunities, the chance to work as part of a team committed to continuous improvement, a positive learning ethos with all abilities of students, and the opportunity to teach A Level English.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.uk.com/vacancies or email recruitment@emet.uk.com Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Friday 23rd April 2021



The West Bridgford School

ENGLISH DEPARTMENT



The West Bridgford School English department is a progressive and forward-thinking team which operates within a wider context of traditional values and high expectations. The successful candidate will be skilled in the use of ICT for teaching and learning and be fully committed to helping students achieve high standards of academic success.

At present the English Department consists of fourteen specialist teachers. Leadership within the subject is provided by the Head of Department, two Deputy Heads of Department and an Assistant to the Head of Department. All of our teachers have been provided with laptops and iPads. In addition, there is a central resource area which is easily accessible using Microsoft OneNote.

Teachers in the English department work in a collaborative and supportive environment – the team is collegiate in nature. All teachers are expected to teach students of all ages and abilities in Key Stages 3, 4 and 5. Our aim is to make English as accessible and enjoyable as possible for all of our students through the use of a variety of high quality teaching methods and a broad, engaging and inclusive curriculum.

All Students in Key Stage 3 and 4 get seven one hour English lessons across a fortnight. Year 7 pupils are placed into sets based on ability. Each year the students are allocated to appropriate groups on the basis of key assessments. The students follow a Key Stage 3 scheme based around developing the key skills required for success at GCSE which is completed by the end of year 8. In Year 9 we begin our Key Stage 4 Programme of Study but in such a way as to make the progression between Key Stages supportive and helpful for all children.

In Key Stage 4 pupils enter for two AQA GCSE qualifications: English Language and English Literature. Additional staffing is provided throughout Key Stage 4 to allow personalised intervention and support with targeted groups and students – particularly those who are not yet secure at Grade 4/5 standard.

English is a very popular and successful subject at A level. The department currently offers English Literature, English Language and Media Studies.

If you have any further questions then please do not hesitate to ask using either email or a virtual platform.

Generic Job Description

Post Title:		DEPUTY HEAD OF CURRICULUM AREA
Purpose:		<ul style="list-style-type: none"> • To support the Head of Department and to deputise when and where appropriate. • To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To act as a Curriculum Lead and be responsible for leading and developing this area. • To develop and enhance the teaching practice of others. • To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
Reporting to:		Head of Department/Relevant Manager
Responsible for:		The provision of a full learning experience and support for students
Liaising with:		Head/Deputies Teaching, relevant non teaching support staff, LEA representatives external agencies and parents
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Operational/ Strategic Planning		<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. • The day-to-day management, control and operation of one curriculum area provision within the department. • To assist in monitoring and following up student progress. • To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. • To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. • To support the relevant manager in the application of ICT in the Curriculum area.
Curriculum Provision:		<ul style="list-style-type: none"> • To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

Curriculum Development:		<ul style="list-style-type: none"> • To support curriculum development within the whole department with particular emphasis on the relevant curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment/ Deployment of Staff		<ul style="list-style-type: none"> • To work with the Head of Department and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme.
Quality Assurance:		<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department. • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:		<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the of identification exam entries within the department.
Communications:		<ul style="list-style-type: none"> • To help ensure that all members of the department /curriculum area are familiar with its aims and objectives. • To ensure effective communication/ as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Marketing and Liaison:		<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g., the collection of material for press releases. • To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.. • To actively promote the development of effective subject links with external agencies.
Management of Resources:		<ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Pastoral System:		<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHCE, citizenship and enterprise according to the school policy. • To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place. • To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
Teaching:		<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:		<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other Specific Duties: <ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To actively engage in the staff review and development process. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>		

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The 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 shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: March 2012