



Exmouth
Community
College
Academy Trust

Job Pack

Director of English

Permanent

Leadership Scale 10 - 14

Closing Date: Thursday 9 May 2024 at 10.00am

Interview Date: Wednesday 15 May 2024

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Headteacher: Tom W. Inman BSc, PGCE, NPQH, MTeach

Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here, and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A handwritten signature in blue ink, appearing to read 'Tom Inman'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Inman
Headteacher

Introduction to the English Department

Staffing

Welcome to the English Department, a large and supportive department comprising eighteen members of staff. The majority of our staff are full-time, with one member of staff leading on whole school PSHE. Alongside the Director role there are currently 5 additional TLR holders: KS3 co-ordinator, KS4 Co-ordinator, Lead practitioner with responsibility for KS5/ITT/Careers, Whole College literacy co-ordinator and a Raising English standards lead.

Accommodation and Resources

Although Exmouth Community College is a large school, English are based in one building on the Green Close site. This gives the English Team ownership of that space. Facilities are good, with each English room being equipped with computer, DVD drive and projector. There are two computer rooms in the English block and access to additional computer facilities can be arranged through the College booking system. Most full-time members of staff have a consistent teaching room. There is a staff workroom, and an additional office for the Director.

As a department we have worked collaboratively to share planning and the creation of resources. The Key Stage 3 curriculum has recently been highlighted as a strength. Next steps are on the successful implementation, with consistent high-quality delivery in every lesson.

Curriculum

It is an exciting time in terms of the college's curriculum development; the team have collaborated to re-structure our curriculum with a focus on imparting the key knowledge our students need to progress, as well as embedding recall activities and vocabulary-focused lessons. This knowledge, in our Key Stage 3 curriculum, is mostly taught through texts, of which there is a large and varied selection. We believe that promoting reading for pleasure is key and, as such, subscribe to Accelerated Reader; students are expected to read for 20 minutes a day and we monitor this closely, rewarding great engagement and intervening as needed.

At GCSE, we follow AQA Language and Literature. At A Level we also run A-Level Literature and an A-Level Language course using the Eduqas specification.

Our intent for our curriculum crosses all three key stages:

- To ensure students are equipped with the knowledge they need to achieve their potential
- To encourage independent critical and creative thought
- To instil a love of reading for life.

Results

At Post 16 attainment is consistently above national average and Value Added has traditionally been one of the highest in the college. In terms of the GCSE, we are committed to improving our rates of **progress** between KS2 and 4, especially for disadvantaged and SEND students. We are therefore looking for someone who can engage and inspire all pupils to help us achieve this vision in 2025 and beyond.

Extra Curricular

We have a creative and enthusiastic department and this can be seen in the teachers' commitment to providing enrichment opportunities for students outside of the classroom. We have published students' creative writing by facilitating their entry into competitions. We work closely with the library to host visits from authors such as Malorie Blackman and Carol Ann Duffy. We also take part in national initiatives such as the Carnegie Medal process and have worked closely with the Budleigh Writers' group. We would be interested in a candidate who feels they could contribute to leading on resuming and expanding these opportunities, as we have many talented writers on the student body.

We welcome applications from vibrant and forward-thinking leaders, who actively seek new ways to inspire their learners and team. If you feel that you have the subject knowledge, energy and professionalism to lead the English department, please do get in touch.

Job Description

Title:	Director of English
Contract Type:	Permanent
Start Date:	1 September 2024
Salary:	Leadership Scale L10 – 14 (£58,959 - £65,010)
FTE:	0.8000 – 1.0000 FTE (see below)
Reporting to:	Designated Senior Leadership Team Member
Responsibility for:	Line management of approximately four members of the English Department (KS4 Coordinator, KS3 Coordinator, Lead Practitioner and Literacy Coordinator) and the Librarian. Overall responsibility for approximately 18 members of the English Department.

Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic qualified teacher to take on the Director of English role. This offers a unique opportunity for an ambitious, resourceful, creative and enthusiastic individual to lead and manage a large English Department within the context of the whole College vision.

The post is advertised on the Leadership Scale. This reflects the significance of the role in the College and the potential for invaluable professional development at a senior level as a member of our Extended Leadership Team. The nature of this wider contribution to whole school leadership will depend on the experience, careers aspirations and interests of the post holder, but would be an ideal step towards Senior Leadership for an ambitious colleague. We have a large and experienced SLT and so through discussion, this offer can be tailored to meet your needs. Equally, if you do not wish to hold a whole school responsibility that is also perfectly acceptable and can be discussed further at interview.

We have flexibility to offer between 0.8 – 1.0 FTE. Please state your preferred FTE range within the Supporting Statement section of your application.

Director of English Role

As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and lead a team of English staff and will be supported by a designated member of the Senior Leadership Team.

Purpose of the Post

- Provide professional and inspirational leadership and management to staff within the English Department.
- Promote high standards and a clear direction for the English Department within the context of the whole College vision, in order to contribute to whole College improvement.
- Develop English teaching in line with national expectations and explore new strategies so that English teaching in the College can continue to improve.
- Secure high student achievement and impact in the context of the College's overall aims and priorities.
- Ensure that there is consistency within the English Department in the implementation of College policies and procedures.
- Endorse positive attitudes to learning in English lessons and activities throughout the College, to maximise achievement.

Key Responsibilities

- Potentially hold a whole school role at a senior level.
- Understand the importance of effective curriculum sequencing in English and be able to lead other post holders in developing a coherent and interwoven curriculum.
- Develop an imaginative and inspiring statement of contextualised curriculum intent.
- Alongside other post holders in the English team, quality assure standards of curriculum implementation, teaching and student achievement across all Science lessons and plan for improvement.
- Work with other leaders to undertake regular evaluation of the work of the Department, in line with the College evaluation policy.
- Set a clear direction for the English Department within the context of the College vision and goals, setting a subject development plan which involves all subject teachers.
- Ensure that summative and formative assessment is effective at informing future teaching and curriculum planning.
- Actively engage all staff in effective planning, development and delivery of the English curriculum and associated assessments in line with College aims.
- Conduct the performance management process, including annual appraisal meetings and reviews, identifying any training needs.
- Exercise professional skills and judgements in order to support and develop members of the English Department, providing regular feedback in a way which recognises good practice and supports progress against appraisal objectives, to lead and enhance the teaching practice of others.
- Act as a positive role model for the English Department, in terms of leadership and own practice, so that staff have a clear understanding of good professional conduct.
- Ensure outstanding levels of student behaviour and engagement across the English Department and that the College Behaviour Policy is implemented consistently and rigorously across the Department.
- Ensure a range of enrichment and extracurricular activities are provided through the English department
- Effective organisation of resources and allocation of staff.
- Oversee and evaluate subject budget allocations, to ensure spending is in line with learning priorities and best value principles.
- Assist with the recruitment and induction of new members of the English Department.
- Hold regular Department meetings.
- Promote equal opportunities so that all learners achieve their potential.
- Ensure high standards of Health and Safety within the Department.
- Any other duties commensurate to the post.

Classroom Teacher Role

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

Key Responsibilities

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the English Department.
- Contribute to the effective working of the English Department.
- Participate in departmental CPD and undertake professional development as identified.

Teaching and Learning

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

Department Ethos

- Have an infectious enthusiasm for the teaching of English.
- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Engage with the College's Incremental Coaching programme.
- Interested and involved in the College's aim to service the needs of the whole community.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
Qualified to degree level in English or related subject specialism	✓		Application, Certificates.
Qualified teacher status	✓		
Ability to teach GCSE	✓		
Ability to teach A Level	✓		
Evidence of further study or research based enquiry	✓		
Teaching Experience			
Experience of successful teaching and leading within English	✓		Application, Interview, Assessment/ Observation, Reference.
Experience of leading successful whole College change	✓		
Proven track record of raising attainment in a positive classroom environment	✓		
Ability to provide inspiring leadership and management	✓		
Experience of providing professional leadership and management	✓		
Teaching Standards			
Set high expectations which inspire, motivate and challenge students	✓		Application, Interview, Assessment/ Observation, Reference.
Achieve good progress and outcomes for students	✓		
Demonstrate good subject and curriculum knowledge particularly around curriculum sequencing and essential knowledge	✓		
Understand the importance of regular assessment to inform teaching and quality assurance	✓		
Be able to lead staff on the development of curriculum, assessment and pedagogical developments	✓		
Plan and teach well-structured sequences of lessons	✓		
Adapt teaching to respond to the strengths and needs of all students	✓		
Manage behaviour effectively to ensure a good and safe environment	✓		
Fulfil wider professional responsibilities	✓		
Personal Qualities			
Passion for English and the ability to communicate a strong vision and intent about the importance of English within a broad College curriculum	✓		Application, Interview, Assessment/ Observation, Reference.
Commitment to providing and developing exceptional leadership within English and across the College	✓		
Enthusiastic and inspiring	✓		
Capacity to adopt a variety of leadership and management styles	✓		
Ability to command respect and effectively hold fellow professionals to account	✓		
Capacity to analyse student progress data and identify areas for development	✓		
Awareness and understanding of data protection and confidentiality	✓		
Facility to work with groups of students to raise expectations and achievement	✓		
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓		

Attributes	Essential	Desirable	How Identified
Ability to work successfully with a wide range of both support and teaching staff	✓		Application, Interview, Assessment/ Observation, Reference.
Ability to work actively, productively and flexibly as part of a team	✓		
Adaptable, flexible and creative	✓		
Excellent written and oral communication skills	✓		
Confident user of ICT	✓		
Ability to take responsibility and show initiative	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

To Apply

Please complete the Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

Questions?

For further information about this post please contact:

Email: recruitment@exmouthcollege.devon.sch.uk

Phone: 01395 255687