



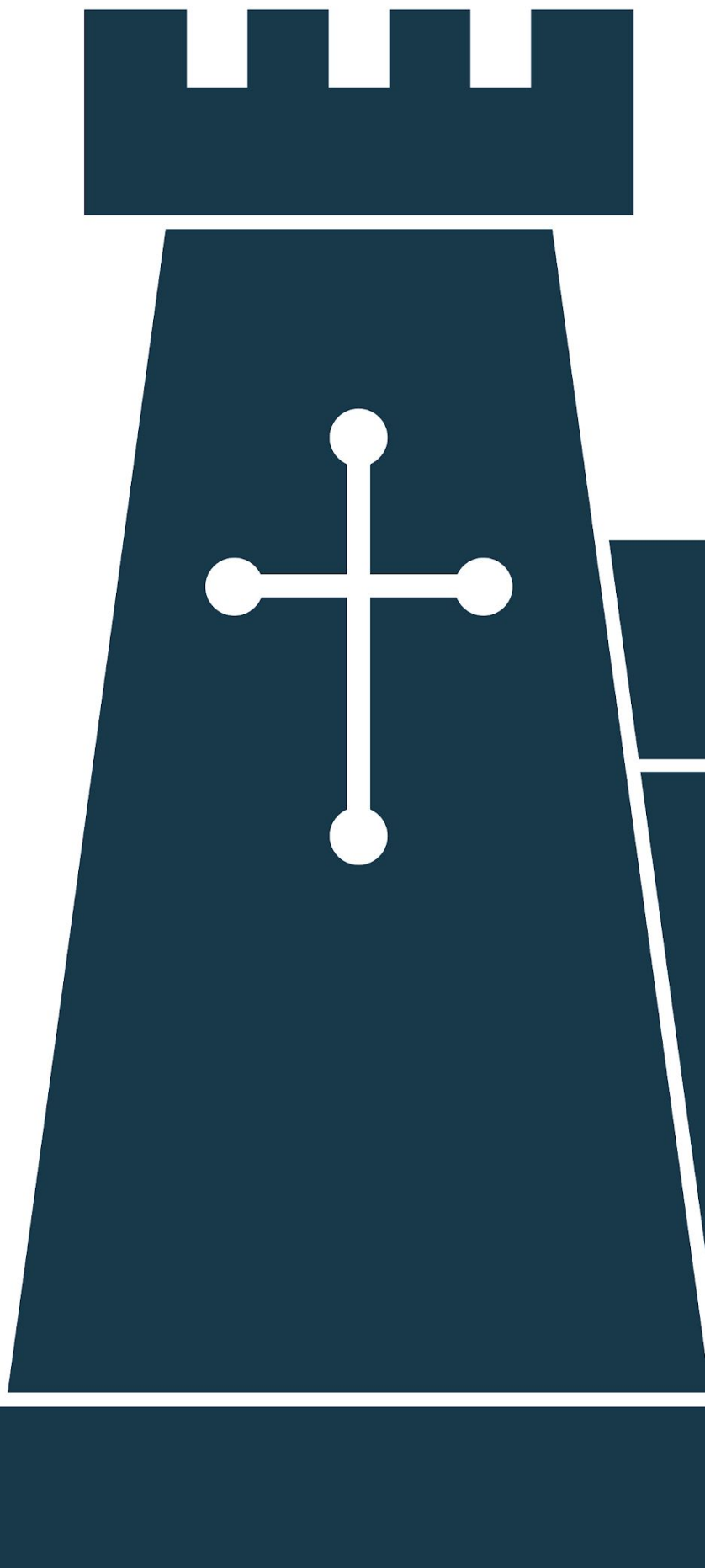
# THE BAY CE SCHOOL

Believe • Inspire • Excel

Director of English & Literacy  
(Secondary)

March 2024







**THE BAY CE SCHOOL**  
Believe • Inspire • Excel

March 2024

Dear Candidate,

Thank you for expressing an interest in the Director of English and Literacy post.

In September 2018 The Bay CE School opened as an all-through school providing education for students aged 4 to 16 years old. The school is situated on two sites (Primary and Secondary) with this position being based on the secondary site.

We are looking to appoint a dynamic and inspirational leader as our Director of English and Literacy, from September 2024.

The successful candidate will lead a committed team of experienced teachers, in delivering exceptional learning experiences for all student; have leadership and management experience and proven outstanding classroom practice; be highly organised; knowledgeable in using data to support students and have the ability to communicate effectively with clarity and sensitivity to the school community.

Applicants must have excellent subject knowledge and will be expected to teach across all key Stages.

Visits to the school are welcome.

Leadership Pay Scale 7-11  
To commence September 2024

### How to Apply

Interested candidates can download an application pack from our website: [bayceschool.org](https://bayceschool.org) or via email at [recruitment@bayceschool.org](mailto:recruitment@bayceschool.org).

**Closing date for applications:** Monday 15th April 2024 at 12 noon

**Interviews:** Date to be confirmed

Completed application forms should be e-mailed to [recruitment@bayceschool.org](mailto:recruitment@bayceschool.org) or posted

**FAO: Mrs L Highmore, HR Business Partner, The Bay CE School, The Fairway, Sandown, Isle of Wight, PO36 9JH.**

All applications will be acknowledged upon receipt. *Please note we are unable to accept CVs and only fully completed application forms will be accepted.* We reserve the right to close this advert and/or interview early should we receive sufficient applications. Early applications are encouraged.

As part of safer recruitment, online searches will be carried out for shortlisted candidates, references will be requested prior to interview and an enhanced DBS check with children's barred list check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

Mr Duncan Mills  
**Executive Headteacher**

Mrs Emma Bowden  
**Headteacher**

# Job Description

## Director of English & Literacy

Reporting to: Deputy Headteacher

Department: English / Literacy and Careers

Responsible to: Senior Leadership Team

### Purpose

- To raise standards of student attainment and achievement within the English curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the English curriculum area, literacy across the school and overseeing careers
- To develop and enhance the teaching practice of others within the Department.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, on different pathways
- To be accountable for leading, managing and developing the English curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.
- To promote the whole school love of reading
- To continue to positive work in the English Department with the impact of improving outcomes
- To lead a professional team to establish and execute a strategy for the development of Careers Education, Work Experience and University Outreach activities as well as the Learning Resource/Library
- To lead the partnership with Directors of Academic Achievement, the Careers Service ("Island Futures"), local employers, training providers and Universities to organise activities appropriate to the strategy for improving aspiration among students in all year groups and helping establish good progression routes.

### Responsible for:

- Students' learning outcomes within the English curriculum
- Ensuring the Gatsby benchmarks are secure
- Other TLR post holders within the area, teaching staff and other relevant personnel within the Department.
- Ensuring a whole school literacy programme to improve literacy across the whole school.
- To liaise with the SENDCO and support Think Reading

### Liaising with:

- SLT
- Middle Leaders
- All stakeholders including reporting to Governors
- Learning Resources and Careers lead
- Links to careers and external providers

### Operational/ Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the English Department.
- The day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- To assist in monitoring and following up student progress
- To implement The Bay Policies and Procedures

- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, the school and Department SEF and the aims and objectives of the The Bay
- To ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary
- To be a member of the appropriate leadership structures/meetings, and take a corporate responsibility for the leadership of the English, careers and Literacy.

#### **Curriculum Provision:**

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments our whole school Improvement Plan
- To be accountable for the development and delivery of English, literacy and careers.

#### **Curriculum Development:**

- To lead curriculum development.
- 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 and academy level.
- To liaise with the SLT/exam officer to maintain accreditation with the relevant examination and validating bodies.

#### **Staffing:**

- To work with the SLT and AHT responsible for Teaching and Learning, to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of the area's technicians/support staff as appropriate
- To undertake performance management reviews and to act as reviewer for a group of staff within the area
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover lead and relevant staff to secure appropriate cover within the Department
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with The Bay's procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in CPD as appropriate.
- To be responsible for the day-to-day management of staff within the Department and act as a positive role model
- To oversee the staff involved in careers; both internal and external visitors

#### **Quality Assurance (in liaison with line manager):**

- To ensure the effective operation of quality control systems
- To establish the process of the setting of targets within the Department, whole school for literacy and careers and to work towards their achievement
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department
- To contribute to The Bay's procedures for lesson observation.
- To implement The Bay's quality procedures and to ensure adherence to those within the Department.
- To monitor and evaluate the curriculum area/Department in line with agreed procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

**Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the Department as required
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Department, library and literacy
- To produce reports on examination performance
- In conjunction with SLT, exams officer and others to manage the Department's collection of data
- In conjunction with SLT, exams officer and others to manage the careers collection of data.
- To provide the Governing Body with relevant information relating to the Department's performance / literacy and careers development.

**Communications:**

- To ensure that all members of the Department are familiar with the school's aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To positively represent the view's and interests of the Department.

**Marketing and Liaison:**

- To contribute to liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with the community, attendance where necessary at liaison events and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies
- To actively promote careers through years 7-11

**Management of Resources:**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed

**Pastoral System:**

- In conjunction with the line manager, to monitor and support the overall progress and development of students within the Department.
- 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 contribute to PSHE, citizenship and enterprise according to policy.
- To ensure The Bay's Culture for Learning systems are implemented in the area so that effective learning can take place.
- To be familiar with The Bay's Child Protection Policy and to report concerns to the designated Child Protection Officer.

**School Duties:**

- To undertake duties before school and at break, on a rota basis
- To take reasonable care of Department resources and to account for any equipment used.
- To lead Department meetings and assist in planning and evaluation.
- To set cover work when on leave of absence and for any department teacher when unplanned absence
- To liaise with the line manager over career and professional development.
- To report anything that could endanger or threaten the health and safety of students or staff to the line manager.

**Teaching:**

- To undertake a programme of teaching in accordance with the appropriate professional standards.
- To teach students according to their educational needs, including the setting and marking of all class work and coursework carried out by students
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students



- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students that meet internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain culture for learning and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies and curriculum areas
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To liaise with SENCO and the form tutor over student's with special educational needs and to modify teaching accordingly.

#### **Form Tutor Duties:**

- To offer care and support to students in all aspects of their school life and prepare them for adult life
- To develop an understanding and knowledge of each student as an individual
- To enable students to play an active role in all aspects of the school's tutorial and PSHE programme
- To undertake all administrative tasks to ensure the smooth day-to-day running of the School

#### **Additional Duties:**

- To play a full part in the life of The Bay community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

#### **Teaching commitment:**

- Directed by the need of the school.

**Personal And Professional Conduct:** Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside The Bay, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- Demonstrate proper and professional regard for ethos, policies and practices of the The Bay, and maintain high standards in their own attendance and punctuality
- Demonstrate an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

#### **Additional Notes:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- 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.
- To ensure high-quality teaching and learning within the school.

## **Other**

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed
- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Headteacher/Executive Headteacher.
- This is not an exhaustive description
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a line leader to undertake work of a similar level that is not specified in this job description.
- 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.
- Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.



## Person Specification

	Essential	Preferred	Desirable
<b>Training &amp; Qualifications</b>			
Qualified Teacher Status	X		
Recognised honours degree or equivalent	X		
Evidence of recent relevant CPD	X		
<b>Experience of School Leadership</b>			
Experience of senior leadership in a secondary 11-16 range school at a senior level	X		
Experience of leadership in a secondary 11- 16 range school at a Senior Leadership level			X
Appropriate and successful teaching experience in more than one secondary phase 11-16 school		X	
Substantial experience in secondary education in different contexts		X	
Recent and substantial successful experience as a senior leader	X		
Evidence of impact as a school leader at a strategic level	X		
Evidence of making a significant positive impact on the development and improvement of a school or department area	X		
Strategic policy development and implementation			X
Demonstrable experience of implementing strategies to improve teaching and learning in your subject area	X		
Demonstrable effective team Leadership	X		
Evidence of rigorous monitoring, evaluating and improving outcomes at department level	X		
Successful experience at leading a whole school initiative		X	

	Essential	Preferred	Desirable
Resource and financial management, monitoring and evaluation			X
Evidence of promoting effective relationships between a range of stakeholders	X		
Evidence of understanding and application of teaching and learning strategies that resulted in improved outcome		X	
<b>Professional Knowledge and Understanding</b>			
A clear understanding of what constitutes outstanding practice in delivering inclusive education	X		
Up-to-date knowledge knowledge assessment and data strategies	X		
Current educational issues, including national policies, priorities and legislation	X		
The process of strategic planning, including the creation of policies		X	
The management of staff, including professional development and recruitment		X	
Financial planning, budgetary management and accountability			X
Effective management of stakeholder relationships			X
The successful practice of educational inclusion, diversity and access	X		
Effective choice and flexibility in learning to meet the personalised learning needs of every child	X		

	Essential	Preferred	Desirable
Principles and practices of quality assurance systems, including school review, self evaluation, performance management, etc	X		
<b>Personal and Professional Qualities and Attributes</b>			
Inspire, challenge, motivate and empower the school community to carry forward a shared vision	X		
Collaborative yet clear and decisive leadership style	X		
Promote individual team development and sustain a learning community that impacts on school development	X		
Think strategically, create, maintain and share a coherent school vision	X		
Set and achieve ambitious, challenging goals and targets	X		
Manage change, conflict and empower individuals and teams	X		
Prioritise, plan and organise themselves and others	X		
Think creatively to anticipate and solve problems	X		
Listen to, and reflect on, feedback from others, including colleagues and governors	X		
Maximise the benefits that new technologies provide and have the ICT skills required to be effective in the role	X		
Collaborate and network with others within and beyond the school		X	
Develop maintain and extend appropriate partnerships with local councils, schools, children's services, parents and the local community	X		

	Essential	Preferred	Desirable
High energy, lively intelligence, and a good sense of humour	X		
Consummate professionalism, evidenced by not shying away from difficult decisions or providing direct and honest feedback in a positive and constructive manner	X		
Naturally outward looking leadership style that is readily adjusted to the audience, to get the best out of colleagues and to command the respect of students as well as adults	X		
Contagious positive attitude that motivates and inspires others	X		
Authenticity, flexibility, transparency, and the highest standards of integrity	X		



# THE BAY CE SCHOOL

Believe • Inspire • Excel

## Director of English & Literacy (Secondary)

**1.00 FTE, Leadership Pay Scale L7-11  
To commence September 2024**

We are looking to appoint a dynamic and inspirational leader as our Director of English and Literacy, from September 2024.

The successful candidate will lead a committed team of experienced teachers, in delivering exceptional learning experiences for all student; have leadership and management experience and proven outstanding classroom practice; be highly organised; knowledgeable in using data to support students and have the ability to communicate effectively with clarity and sensitivity to the school community.

Applicants must have excellent subject knowledge and will be expected to teach across all key Stages.

Visits to the school are welcome.

For more information or to download an application pack please visit our website [bayceschool.org](http://bayceschool.org) or contact [recruitment@bayceschool.org](mailto:recruitment@bayceschool.org)

**Closing date:** Monday 15th April 2024 at 12 noon

**Interviews:** Date to be confirmed

We reserve the right to close this advert and/or interview early should we receive sufficient applications. Early applications are encouraged.

As part of safer recruitment, online searches will be carried out for shortlisted candidates and references will be requested prior to interview.

This post is exempt from the Rehabilitation of Offenders Act 1974.

The Cornerstone Federation is committed to safeguarding & promoting the welfare of children & expects all staff & volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced DBS clearance.



[BAYCESCHOOL.ORG](http://BAYCESCHOOL.ORG)



cornerstone  
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