



Information Pack

Director of English

Oasis Academy Silvertown



September 2024

Dear Applicant

Thank you for your enquiry regarding the position of **Director of English, Oasis Academy Silvertown**, London.

Oasis Academy Silvertown is a successful, oversubscribed inclusive secondary academy in the Royal Docks area of East London. Oasis Silvertown received its first Ofsted Inspection in May 2017 and were delighted to be awarded “good” with 3 “outstanding” judgements for Leadership and Management, Personal Development, Behaviour, Welfare and Student Outcomes.

We received an ungraded visit in November 2022 and are delighted to remain “good” with an excellent report. We have an ambitious mission statement for all our students: Ready for University. Ready to Lead. Our mission is underpinned by our core values, which staff and students hold: Be proud, be professional, be nice, be independent, and be resilient.

We moved into our state-of-the-art building in September 2022 and are delighted to be in our permanent home in the heart of the West Silvertown community.

We are seeking an exceptional leader with untiring dedication, positivity and initiative to assist in the further development and growth of our Academy.

This is an exciting opportunity to become part of a high performing team who are passionately committed to securing the best possible life chances for the young people of Silvertown. This role will require huge amounts of resilience, perseverance for the long haul and a constant drive for innovative excellence. However, this is also a role that will be incredibly rewarding and will offer exciting progression for the future.

If you would like to apply, please complete the Application Form (CVs are not accepted). Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

We are particularly interested in applications from underrepresented groups.

We do reserve the right to close this advertisement early if we receive suitable applications.

Completed forms should be returned to Zaynab Kadir, PA to Principal.

Email: zaynab.kadir@oasissilvertown.org

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely,

Emily Boxer

Principal

**Job Description**

POST:	Director of English
RESPONSIBLE TO:	Principal, under the day-to-day management and leadership of a member of the Academy Leadership Team
RESPONSIBLE FOR:	Teaching and support staff within the learning area – English
SALARY:	MPS 1-6 (U1-3 as appropriate) + TLR 1B, Inner London Allowance
LOCATION:	Oasis Academy: Silvertown
WORKING PATTERN:	Full-time and as described in the School Teachers' Pay and Conditions Document
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE: To ensure high quality curriculum provision and effective teaching and learning within the relevant curriculum area. The role includes responsibility for the assessment of students' needs, group and individual programme planning, curriculum delivery, progress monitoring, recording, evaluation and reporting as well as contributing generally to meeting the aims and ethos of the Academy. In addition to carrying out the professional duties of a qualified teacher in accordance with the current DFE Academy Teachers' Pay and Conditions document, the post holder, in consultation with their line manager and the Principal shall take responsibility for:

SPECIFIC RESPONSIBILITIES:**A Strategic Direction and Development of Curriculum Area**

- Demonstrating an active contribution to establishing and maintaining policies, practices and aspirations of the Academy which promote high achievement through effective teaching and learning
- Leading discussions about curriculum development and ensuring that the leadership team are well informed about plans, priorities and effective strategies in the curriculum area
- Creating an environment where students and staff develop and maintain positive attitudes towards teaching and learning
- Using data effectively to monitor and evaluate student progress; planning and implementing effective intervention to support all students to achieve highly
- Analysing national, local and Academy data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Principal/Academy Council on progress and plans
- Contributing to the Academy Improvement Plan and establishing an effective subject Improvement Planning Cycle to meet Academy strategic priorities.
- Support the Academy's ethos to 'think global, act local' in developing and sustaining strong and effective business links and partnerships at local, national and international levels which enrich curriculum provision and enhance learning through developing links with OCL and other agencies

B Teaching and Learning

- Ensuring appropriate, challenging and differentiated programmes of Study and

Schemes of Work are in place for the curriculum area teaching groups and related courses

- Securing and sustaining effective teaching of the subject through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the Academy's self-review cycle through lesson observations, feedback to teaching staff, work sampling, student interviews and written reports to the Principal and Leadership Team as necessary
- Ensuring teaching and learning objectives are clear to all members of the curriculum team
- Ensuring effective development of students' literacy, numeracy and ICT skills within the subject
- Ensuring coverage of all curriculum requirements and that IEP targets are systematically addressed and met
- Developing the curriculum to meet the needs of all students; introducing, planning and implementing new courses of study to meet 14-19 curriculum initiatives and KS3 developments
- Assess, record and report the progress of students regularly against prior attainment and local and national norms and identify students at risk of underachieving

C Leading and Managing the Staff who teach in the Curriculum Area

- Line managing all members of the Curriculum team and providing effective support, challenge, information and professional development for all staff within the subject area as necessary
- Establishing clear expectations and high standards of professionalism and collaboration across the subject
- Taking an active role as a Team Leader within the Academy's PM policy to develop the professional effectiveness of colleagues
- Providing structured support and assessment for NQT and ITE trainees to enable them to meet the relevant professional standards
- Working in collaboration with the relevant teams to ensure that Individual Education Plans and Pastoral Support Plans are used to set subject specific targets, as required
- Providing a role model for students and other staff through consistent professional conduct

D Efficient and Effective Deployment of Staff and Resources within the Curriculum Area

- Creating and maintaining learning resources, displays and appropriate use of ICT
- Using appropriate resources, in consultation with the Principal, for effective, efficient and safe teaching and learning within the subject area; accommodation, staff, time, courses, development opportunities, ICT equipment
- Creating an effective and stimulating learning environment for teaching and learning
- Deploying accommodation to effectively meet the teaching and learning needs of the subject
- Deploying and managing staff, establishing clear expectations and professional working relationships and giving clear guidance on strategies for raising achievement
- Contributing to the selection for appointment of teachers and support staff and

the induction and assessment of new staff in the curriculum area

- Involving staff in planning, recording and running activities, giving guidance and support as required
- Ensuring a safe working and learning environment through application of appropriate risk assessments

E Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

OTHER:

F Teaching Commitment

The post holder will be expected to teach in line with the Academy's generic teacher's job specification (available on request). Designated non-contact time for leadership and management responsibilities will be made available

G Other Duties

- The post holder will be subject to performance objectives agreed annually
- All teachers take an active role in the Academy's care and guidance of students and the post holder will be expected to fulfil the role of form tutor.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, and community members.

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.