



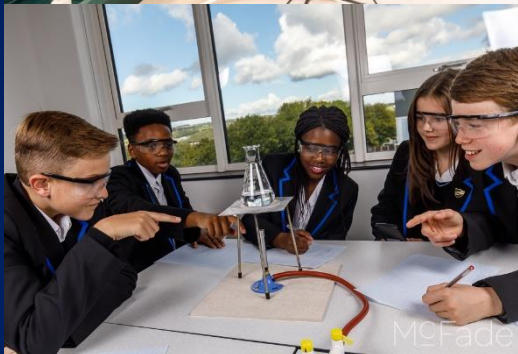
Whitcliffe Mount School
Enjoy • Achieve • Celebrate



Director of Learning English

Candidate Information Pack







Whitcliffe Mount School

Enjoy • Achieve • Celebrate



Headteacher: Miss Jennifer Templar

"This school continues to be good" - Ofsted September 2017

Dear Candidate,

I am delighted that you are considering joining us as Director of Learning for English, at Whitcliffe Mount. We are proud of our track record of ensuring our students enjoy their time at school and achieve highly, so that we can celebrate their successes. We are a good and improving school and ensure that students enjoy, achieve and celebrate their time at Whitcliffe Mount. I joined the school as Headteacher in September 2013 and I can honestly say it is a fantastic place to work – staff and students have made me feel extremely welcome!

In December 2013 we were visited by OFSTED who judged us as being good across the board. In September 2017 they revisited and confirmed that "Whitcliffe Mount continues to be good". The Ofsted team spoke very highly of our students who were fantastic ambassadors for Whitcliffe Mount during the inspection and we were proud to receive feedback on our students' excellent behaviour, their active participation in a range of school activities and clubs, the respect they show to others and the welcoming environment. Our students spoke openly with inspectors, explaining they felt safe and happy and that they were making good progress at Whitcliffe Mount. We have always celebrated our students' talents and achievements both academically and socially, but it is nevertheless fantastic to have this endorsed by Ofsted.

Student achievement is rising rapidly in the school. We expect a high standard of achievement, behaviour, attendance, punctuality and appearance from all our students. We believe that Whitcliffe Mount provides the ideal environment for our students to reach their potential in all areas. We also promote excellence in terms of examination results. I am delighted that all our young people achieved a qualification in 2021, with 66% of students achieving the new basics at grade 4+ in English and Maths, alongside this, an amazing 30% of students achieved 3 7-9 grades or equivalent.

To ensure our staff are fully supported we have a comprehensive, personalised CPD programme and an excellent induction programme. We are also part of the Calderdale and Kirklees Teaching School Hub which offers opportunities for cross school working and further professional development opportunities.

Whitcliffe Mount has a very strong tradition of extracurricular activities and curriculum support activities with particular strengths in both Sport and Performing Arts, where students develop confidence and independent learning skills. OFSTED said 'The development of students' social, moral, spiritual and cultural skills is a strength of the school. This is promoted through students' participation in a wide range of school events, clubs, activities and trips that are timetabled to take place in every week of the school year.'

If you would like to apply for the post of Director of Learning for English at Whitcliffe Mount, please complete all the relevant sections of the Kirklees application form. A CV is not required. You should also enclose a letter of application (no longer than two sides) which briefly summarises what particular experience, skills and abilities you can bring to this post and why you would be like to join us on our journey at Whitcliffe Mount.

The deadline for receipt of applications is **Friday 15th October 2021**. Completed applications should be returned by email to recruitment@whitcliffemount.co.uk or by post to Mrs C Clough, Headteacher's PA.

We look forward to hearing from you.

Yours sincerely,

Jennifer Templar
Headteacher



Background information

Whitcliffe Mount School is an 11-16 oversubscribed comprehensive school with over 1250 on roll. The school is located on a pleasant green-field site on the outskirts of Cleckheaton, a medium-sized town which provides a wide range of reasonably priced housing. Junction 26 of the M62 (Chain Bar) is only one mile away and communications are good. The school is within easy reach of Leeds, Bradford and Huddersfield (all within 30 minutes travelling time) whilst Manchester, the Pennines, Yorkshire Dales and a wide range of countryside can all be reached easily.

The Student Support Team in the school is built around the child. The students are all a member of a form group organised by Year group. Alongside this, the school House system is organised in 5 sections which are grouped vertically through the school and add a competitive element to school life and provide a clear sense of belonging to a specific house.

The school's ethos is based upon a view that all students and staff should ENJOY, ACHIEVE & CELEBRATE at Whitcliffe Mount. We are committed to raising standards of student achievement, but in an environment which sees education as an exciting and enjoyable activity.

We actively encourage young people to develop a range of skills including teamwork, creativity, positive thinking, independence and reflective skills both within the curriculum and in our 'We Are Whitcliffe' and House Activity events. Alongside this we ensure our students develop confidence and responsibility promoting a love of learning and are ready for the wider world of education and work when they leave school.

In September 2017, Whitcliffe Mount moved into a brand new school, built under the Priority Schools Building Project. Students and staff have been delighted with the brand new facilities.

Benefits of working at Whitcliffe Mount School

We believe in looking after our team. We do that by providing a number of employee benefits including:

- An attractive pension scheme for both Teaching and Support Staff.
- As part of Whitcliffe Mount's wellbeing commitment to employees we hold wellbeing INSET days and disaggregated days to give time for you. We also offer staff 'fat burn' fitness classes and hold regular staff meditation sessions.
- Employee Healthcare are the in-house occupational health and wellbeing department providing a range of services to employees. They offer support to help you stay healthy, prevent illness and cope with difficult and challenging times. This includes access to in-house counselling services, Physiotherapy and HEAL.
- All staff get access to our Employee Assistance Line - Care First is an independent provider of confidential workplace support and offers a professional telephone counselling, information and advice service about a range of matters.
- My Staff Shop - the home of our employee benefits, offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.

Please visit the school website for further information:

www.whitcliffemount.co.uk

English Faculty information for applicants

The English Faculty is currently led by the Director of Learning and supported by a Deputy Director of Learning who mainly oversees KS3. This team of 11 English teachers are supported furthermore by two Faculty HLTAs (one of whom is also our Learning Resources Manager) and one Faculty ETA.

The entire year 11 cohort are entered for both Language and Literature and to prepare our students for the examinations, we have dedicated much of our Faculty time in developing engaging and challenging schemes of learning. We thoroughly map out our programmes of study to ensure all the requirements of the KS3 and KS4 curriculum are met and then collaboratively plan resources. Currently the Eduqas examination board is studied for GCSE English language, and AQA is studied for English Literature.

As a result of COVID-19, many of our KS3 reading interventions have been on hold and we hope to resume them in September 2021. We have enjoyed using the classroom to run similar reading interventions to support individual students. Often delivered in the Learning Resource Centre, a range of interventions are used to support a variety of students and encourage independent and motivated learners. We deliver Lexia, a phonic based interactive reading intervention, which is run before school and the Accelerated Reading Programme.

At KS4, we support students in realising their potential as part of the whole school 'Achieve' programme. Our students respond well to the tailored support of consistently delivered advice on how to respond to questions and building the stamina to write extended responses independently. Language and Literature are taught simultaneously throughout the year to ensure students are well equipped to meet the rigours of both examinations at the end of year 11.

Many of our students go on to take Language or Literature at A Level and some at degree level too. We are proud to positively influence our students and equip them with the love for reading, writing and using language as a tool to succeed in their future.

Curriculum Structure 2021-22

Director of Learning English	Director of Learning Maths/ Computing	Director of Learning Science	Director of Learning ADT	Director of Learning Humanities	Director of Learning SMSC	Director of Learning Performance	Director of Learning MFL	Director of Learning SENCO
Deputy Director of Learning	Deputy Director of Learning Lead Practitioner	Deputy Director of Learning Lead Practitioner	Deputy Director of Learning	Deputy Director of Learning Lead Practitioner	Deputy Director of Learning Careers Lead	Deputy Director of Learning		Nurture Teacher
KS3	KS3	KS3	KS3	KS3	KS3	KS3	KS3	KS3
English Skills – Step up to English	Maths Computing	Biology Chemistry Physics	Technology Art	History Geography	Pace RS Y7/8	Music PE Drama Y8/9	French Spanish	Skills SEND Inspire Interventions
KS4	KS4	KS4	KS4	KS4	KS4	KS4	KS4	KS4
English Literature English Language Step up to English	Maths Statistics/ Further Maths ICT/Computing	Trilogy Biology Chemistry Physics	Art Engineering Food 3D Product Textiles	History Geography	RS HSC Business PACE/RS	PE Music/Audio Performing Arts Drama Sport Science	French Spanish	Princes Trust Step-Up SEND
Faculty HLTA/ETA								
1 x HLTA 1 x FETA	1 x HLTA 1 x FETA	2 x FETA		2 x FETA	1 x FETA	2 x FETA	1 x FETA	1 x FETA 1 x Wellbeing Mentor
Technicians								
LRC Manager		2 x Technician	3 x Technician					

*FETA = Faculty Educational Teaching Assistant



Our Vision

We are on a journey from 'good to great' and our core principles to underpin this are:

'Students to be the best they can be'

Each student, regardless of ability, background or prior behaviour record, has the right to an outstanding education, care, guidance and support.

'Staff to be the best that they can be'

Each member of staff, regardless of position or experience, is a critical player on our journey and needs to be recognised and valued as such.

Our Ethos

The school's ethos is based upon a view that all students and staff enjoy, achieve and celebrate at Whitcliffe Mount.

This ethos encompasses everything we do.

We Are Whitcliffe

We actively encourage our students to develop our 'We Are Whitcliffe' skills and House Activity events

Reflective Learner

Team Worker

Responsible Citizen

Independent Thinker

Creative Entrepreneur

We are committed to

Quality of Education

- Students, particularly the most vulnerable, are helped to catch up on learning missed through school closures
- Delivering high quality remote learning if required
- Adopt and implement a highly ambitious curriculum
- Expect all students including those with special educational needs, those considered disadvantaged or other vulnerable children/young people, to achieve the highest academic standards
- There is a strategic, rigorous and sequential approach to the reading curriculum across the school.

High expectations at all levels

- Students, particularly the most vulnerable, rarely miss school
- The school has high expectations for students' behaviour and conduct. These expectations are commonly understood and applied consistently.
- Students feel safe in school and are better able to manage risks outside of school
- Students improve and/or maintain their mental health and learn about relationships, sex and health
- Students are ambitious about their learning and future career options
- The school's enrichment programme and wider work supports students to be confident, resilient and independent and to reinvigorate our ethos of Enjoy, Achieve, Celebrate, following Covid
- Leaders engage with their staff and are aware and take account of the main pressures on them.
- Deliver outstanding and consistent business support which underpins and enables the school to succeed.

As part of meeting these goals we need to ensure consistency (including professionally challenging and supporting each other). This leads to great progress and outcomes for all our students.



JOB DESCRIPTION

<u>NAME</u>	:	
<u>POST TITLE</u>	:	Director of Learning - English
<u>LOCATION</u>	:	Whitcliffe Mount School, Cleckheaton
<u>SALARY SCALE</u>	:	Main Scale + TLR 1c
<u>RESPONSIBLE TO</u>	:	Headteacher/SLT Link

Main Aim

To provide vision, direction and leadership for the faculty.

Purpose

The Director of Learning (DoL) will:

- Be responsible for ensuring high quality teaching and learning across the faculty subjects including developing and enhancing the teaching practice of others
- Lead and coordinate, with the TLR holders, Quality Assurance, enabling sharing of good practice across the subject areas.
- Raise standards of learner attainment and progress in all the faculty subjects and monitor and support learner progress
- Keep abreast of developments in the faculty curriculum and ensure that new developments and changes in course content are introduced and delivered.
- Performance manage the TLR holders in their faculty.
- Lead one of the areas within the faculty.
- Oversee the SEF/DIP for the faculty areas.
- Line manage, direct and support the faculty ETAs.
- Play a major role as a Senior Middle Leader in leading on an aspect of school development.
- To retain and develop the range of relationships with our stakeholders.

Curriculum Leader – English

Purpose

- To lead on all matters relating to teaching and learning and behaviour in the curriculum area.
- To line manage and develop members of the team.
- To raise standards of attainment and progress across all aspects of curriculum area.
- To lead on all matters relating to curriculum development and provision in the curriculum area ensuring that it is relevant to all students.
- To ensure that whole-school priorities and policies are reflected in the work of the curriculum area.
- To manage effectively the financial and physical resources within the curriculum area.

Knowledge, skills and attributes of curriculum leaders across the school

- To have up to date knowledge of the subject, approaches to teaching, learning and raising attainment, and of wider national developments in education.
- To operate as a professional role model for other colleagues.
- To welcome and promote change and development and to foster a culture of teamwork.
- To be enthusiastic and of a positive disposition taking responsibility for the continuous professional development of self and other team members.
- To strategically plan for the future needs of learners and the curriculum area as a whole.

Specific Responsibilities:

a) Teaching, learning and behaviour

- To ensure an appropriate climate for learning throughout the faculty which is based upon good behaviour and whole-school strategies for rewards and sanctions.
- To provide leadership on all matters relating to teaching, learning, assessment and behaviour.
- To lead and facilitate faculty meetings and training which focus upon teaching and learning and raising attainment supported by agendas and actions.
- To develop and implement policies and strategies to promote high quality teaching and learning, high standards of behaviour, feedback and assessment.
- To prepare and publish Schemes of Work.
- To develop a climate which promotes student achievement and enjoyment across the faculty.

b) Line management and development of staff

- To establish a clear vision for the faculty.
- To provide leadership and continuous professional development for all team members.
- To ensure that performance management arrangements are implemented in accordance with school policy.
- To lead the Quality Assurance including lesson observations and to advise colleagues on approaches to teaching and learning, raising attainment and effective behaviour management.
- To advise the Headteacher on the suitability of team members to progress through the pay scales.
- To foster a culture of innovation, collegiality and teamwork.
- To deploy staff appropriately through the timetabling process.
- To participate in the recruitment and selection of new staff.
- To make arrangements for the supervision and support of ITT students and teachers in their induction year.

c) Raise standards and progress

- To implement strategies to promote high levels of achievement and to counteract under-achievement.
- To implement systems to monitor the progress of all students against their prior attainment targets.
- To use comparative data in order to understand the performance of individual students, classes, teachers and the faculty as a whole.
- To regularly analyse assessment data and ensure clear actions are identified.
- To ensure that feedback and assessment is in line with whole-school policy.
- To provide the examinations office with accurate examination entries and syllabus details.

d) Curriculum development and provision

- To ensure the KS3 curriculum prepares students to be GCSE and life ready.
- To review annually the courses available to students in order to ensure that they are relevant to their needs and provide them with maximum opportunity for success at examination level.
- To co-ordinate the production of an annual faculty improvement plan and review process which creates a shared/collegiate vision for the work of the curriculum area.
- To ensure effective liaison and collaboration with the primary schools.
- To celebrate the faculty successes at every opportunity

e) Financial and physical resources

- To manage the annual curriculum area capitation budget to promote effective teaching and learning and to raising standards.
- To ensure that the physical environment is attractive and conducive to effective teaching and learning.
- To ensure that staff and students observe practices in accordance with the school's Health and Safety policy.

CHARACTERISTICS OF THE POST:

The ability to regularly attend meetings as required by the Headteacher.

The employment checks required of this post are:

- **Evidence of entitlement to work in the UK.**
- **Evidence of essential qualifications.**
- **Two satisfactory references.**
- **Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure.**
- **Confirmation of medical fitness for employment.**

Whitcliffe Mount 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.

The Job Description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document and the Teacher Standards.

This job description will be reviewed regularly and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed

Signed (Headteacher)

Date

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.



Director of Learning – English - Employee Specification

Education and Training	Essential	Desirable	Assessment
Qualified teacher status	✓		A/I
Good honours graduate in English.	✓		A/I
Commitment to personal/professional development	✓		A/I
Relevant Experience	Essential	Desirable	Assessment
Experience of teaching KS3 English	✓		A/I
Experience of teaching KS4 English	✓		A/I
Experience of leading teams	✓		A/I/R
Head of Department/Subject Leader experience		✓	A/I/R
Has taught across a variety of age and ability groups		✓	A/I
Experience of raising achievement in English	✓		A/I/R
Experience of QA including observing staff		✓	I/R
Special Knowledge Skills	Essential	Desirable	Assessment
Secure knowledge and understanding of the concepts and skills in English	✓		A/I
Clear understanding of the secondary curriculum, how it is changing and its assessment.	✓		A/I
Ability to employ a range of effective teaching, learning styles and assessment methods	✓		A/I
Ability to use assessment data to inform planning	✓		A/I
Quality of English and presentation must be of a high standard.	✓		A/I
Strong command of curriculum developments in English	✓		A/I
Up to date with professional developments relating to English	✓		A/I
Knowledge of emergent technologies to support teaching and learning.	✓		A/I
Specialist knowledge of new technologies in English	✓		
Extra Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Excellent role model for staff and students	✓		A/I
Innovatory approaches to curriculum delivery	✓		A/I
Ability to generate ideas and drive initiatives	✓		A/I
An ability to tackle difficult issues in a proactive and positive way	✓		I/R
Excellent communication and interpersonal skills	✓		I/R/A
Excellent organisational and delegation skills	✓		I/R
An ability to motivate and inspire colleagues	✓		I/R

Additional Factors	Essential	Desirable	Assessment
Support the ethos of the school	✓		I
High expectations of students and colleagues	✓		A/I
Highly motivated and able to motivate and inspire students	✓		A/I
Willingness to contribute to extra-curricular activities	✓		A/I
An interest in and the ability to enthuse about English	✓		I
Desire and ability to demonstrate best practise with regard to the use of technology in the classroom	✓		A/I
A passion for teaching	✓		A/I
Open-mindedness	✓		A/I
Ability to be reflective and self-critical	✓		A/I
Display calmness under pressure	✓		A/I
A commitment to the whole life of the school	✓		A/I
Charismatic - having 'a presence'	✓		A/I
Committed to ensuring excellent standards of behaviour at all times	✓		A/I

A – Application Form

I – Interview

R - References



Whitcliffe Mount School
Headteacher - Jennifer Templar

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