



APPLICATION PACK

Permanent Full-time English Subject Lead

MS1 to US3 + TLR 2.1 + 1 SEN

Hednesford Valley High School
Stanley Road
Hednesford
Cannock
Staffordshire. WS12 4JS

Information about the school

Hednesford Valley High is a good generic secondary special school with a split site provision. There are currently 180 students on roll.

Students in Year 7-11 are based at the Hednesford Valley High, Stanley Road Site, and students in Years 12-14 are based in E block at Cannock Chase High.

The school caters for a wide range of students, many with more than one area of SEN.

All staff are totally committed to providing excellent teaching and learning to empower students to become independent citizens of the world.

"This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment".

All the positions are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/disclosure-barring-service-check

The latest Ofsted Inspection dated 6th March 2019 - the school was judged to be Good.

"The curriculum for key stage 4 pupils has been designed to provide a broad curriculum experience with a combination of vocational and academic subjects which effectively prepare pupils for their next steps in education. This continues into the sixth form, where the curriculum is centred around work experience, work-based activities and careers advice."



Subject Leader Job Description (in conjunction with the job description of a class teacher)

Salary: MPS – UPS + TLR 2.1 + 1 SEN

The post holder is immediately responsible to:

SLT

Job Purpose

The Subject Leader will ensure that there is consistency of teaching, continuity in context and skills, and high standards of learning throughout the school, so students make good progress.

Duties:

The Subject Leader will:

- To be accountable for the development of a cohesive and effective long-term plan in your subject(s).
- To keep up to date with National developments and initiatives in subject areas, teaching and learning research.
- Develop and enhance the teaching practice of others.
- Ensure that medium-term planning meets all National Curriculum requirements.
- Review, monitor and evaluate current practice (including schemes, targets and policies) and provide feedback to the Senior Leadership Team.
- Support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate.
- Lead by example, through good classroom practice.
- Disseminate information to the staff and provide INSET to promote staff development and improve classroom practice.
- Build professional capacity in all staff within your subject area and promote teamwork.
- Participate in whole school monitoring.
- Mentor and coach.
- Contribute action-planning in the subject(s) for the School Improvement Plan.
- Maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses.
- Liaise with the Deputy Head to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which meets the school's strategic objectives.
- Be responsible for the budget allocated to the subject area and prioritise resource needs as indicated in the School Improvement Plan.
- Monitor the quality of teaching and learning.

- Lead assessment and assessment for learning within your subjects and be involved in monitoring assessment.
- Performance Management for teachers and support staff.
- Lead assemblies as required.
- Support extracurricular events on a rota basis.
- To set cover work when colleagues have an unexpected absence.
- To liaise with partner schools, professionals, industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Safeguarding

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with.

Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety policies.

Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Other Conditions

Equal Opportunities

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Variations to Job Descriptions

Due to the changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

Person Specification Subject Leader

Criteria	Essential	Desirable
A. General		
1. Qualified Teacher Status	✓	
2. Relevant degree in subject	✓	
3. Proven record of consistently effective teaching at Ofsted level 'Good' or above	✓	
B. Set high expectations which inspire, motivate and challenge students		
1. Be able to establish a safe and stimulating environment for students, rooted in mutual respect.	✓	
2. Be able to give appropriate challenge in their learning to students of all backgrounds, abilities and dispositions	✓	
3. Be able to demonstrate consistently the positive attitudes, values and behaviour which are expected of students	✓	
C. Promote good progress and outcomes by students		
1. Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these	✓	
2. Be able to guide students to reflect on the progress they have made and their emerging needs.	✓	
3. Demonstrate knowledge and understanding of how students learn and how this impacts on teaching.	✓	
D. Demonstrate good subject and curriculum knowledge		
1. Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain student's interest in the subject, and address misunderstandings.	✓	
2. Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.	✓	
E. Plan and teach well-structured lessons		
1. Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.	✓	
2. Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these.	✓	
F. Make accurate and productive use of assessment		
1. Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.	✓	
2. Make use of formative and summative assessment to secure students' progress.	✓	
3. Use relevant data to monitor progress, set targets, and plan subsequent lessons.	✓	
4. Give students regular feedback, both orally and through accurate marking and encourage students to respond to the feedback.	✓	
G. Manage behaviour effectively to ensure a good and safe learning environment		

1. Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.	✓	
2. Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.	✓	
H. Fulfil wide professional responsibilities		
1. Make a positive contribution to the wider life and ethos of the school.	✓	
2. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.	✓	
3. Deploy support staff effectively.	✓	
4. Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.	✓	
5. Communicate effectively with parents with regard to students' achievements and well-being.	✓	
I. Personal and Professional Conduct		
1. Maintain high standards of ethics and behaviour, within and outside school.	✓	
2. Maintain high standards in their own attendance and punctuality.	✓	
J. Leadership Roles (TLR posts only)		
1. To be a confident leader of others, able and willing to hold team members to account for their responsibilities.	✓	
2. To be able to create, maintain and develop a positive team culture.	✓	
3. To be able to use data and other sources of information to monitor and evaluate team and individual performance.	✓	
4. To have a proven record of CPD to prepare for or maintain leadership responsibilities.		✓

KEY DATES AND INFORMATION

Vacancy Closing Date: 10.00 am Friday 14th January 2022

Interviews: Wednesday 26th January 2022

Start Date: 25th April 2022

Hednesford Valley High School,
Stanley Road,
Cannock
Staffordshire
WS12 4JS
Tel: 01543 423714
Email: office@hvh.staffs.sch.uk

Application process

Application is by completion of a Teacher Application form which is available on the school website: www.hvh.staffs.sch.uk/vacancies please note that CVs are not accepted. Please ensure that any covering letter is not longer than 2 sides of A4 paper.

Applications should be completed and returned by email to Louise Fox - l.fox@hvh.staffs.sch.uk

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Email addresses must be professional emails and not personal emails. If you work in a school the reference must be from your Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

The School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spend reprimands, formal warnings, cautions and convictions in your application form.

The following policies are available on the school website <https://www.hvh.staffs.sch.uk/Policies/>

- Safeguarding Children & Adults Policy
- Safeguarding Policy
- Safer Recruitment Policy
- Link to [Privacy Notice for job applicants](#)

Thank you for your interest in this vacancy