



## **Faculty Leader for English**

**Closing Date: Monday 17th April 2023, at 9am**

### **Recruitment Information Pack**

Filey Secondary School

Muston Road, Filey YO14 0HG

## Contents

Welcome from the Headteacher	3
Our schools	4-6
Application process and how to apply	7
Job Description/Person Specification	8-11



Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education. I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

**Michelle Britton Headteacher**



## Coast and Vale Learning Trust: Our Schools

### Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit -**

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

### Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit -** [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

### Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



**To learn more about us please visit -** [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)

## Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

**To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)**

## Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

**To learn more about us please visit - [www.scarboroughutc.co.uk](https://www.scarboroughutc.co.uk)**

## **Filey Secondary School**

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and are looking forward to a future where our learners and staff can thrive.

**To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)**

### **Application Process**

The closing date for all applications is **Monday 17th April 2023, at 9am**

Interviews will be held week as soon as possible after the closing date.

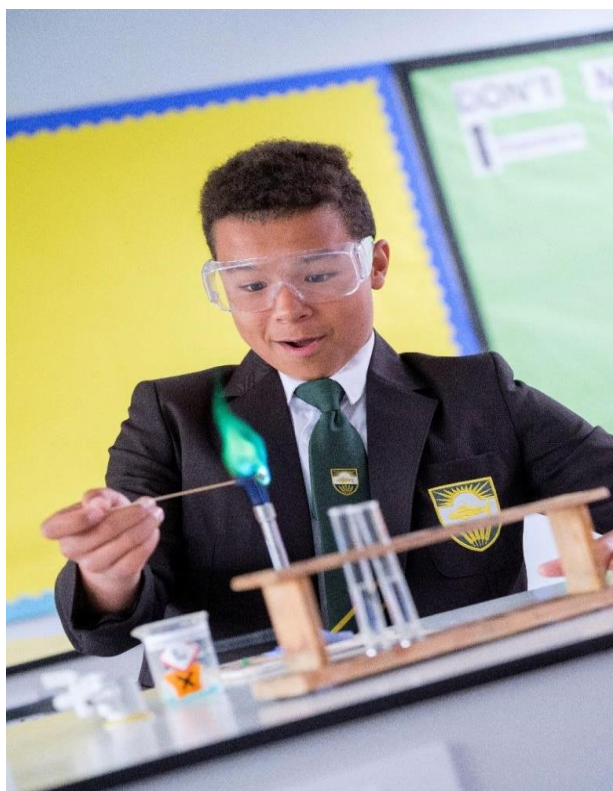
Completed applications must be returned to Danielle Rowley Recruitment Assistant at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)

**If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

### **Queries**

Please contact Danielle Rowley at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)



## **Job Description**

<b>JOB TITLE:</b>	Lead Practitioner in English
<b>GRADE:</b>	L2- L6
<b>RESPONSIBLE TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	Leadership & Management of English
<b>JOB PURPOSE:</b>	To secure and account for effective learning, appropriate achievement and educational, social and personal progress of all students, consistent with the aims of the school and the unique needs of each individual learner

### **KEY RESPONSIBILITIES:**

- 1) Establish and lead the strategic development of English consistent with the agreed aims and policies of the school, including the production, monitoring and review of development plans.
- 2) Secure and sustain effective learning for students through leading the well-planned and effectively organised teaching within English including the professional development of staff.
- 3) Lead, manage and support staff and students within English to sustain motivation and commitment to high standards of learning and care.
- 4) Plan and be accountable for the effective deployment of allocated resources within English to secure high quality learning experiences.
- 5) Maintain an up-to-date knowledge and understanding of teaching in relation to English and advise the Headteacher and governors of suitable developments for the effective teaching in or management of English.
- 6) Ensure the effective assessment of students across English to facilitate the tracking of performance and promote learning through formative assessment.



- 7) Lead, manage and develop the whole school literacy improvement plan.
- 8) Ensure the maintenance of appropriate records in English to demonstrate progress made by students.
- 9) Monitor the progress of students within English through lesson observation and the analysis of assessment data and intervene to promote improved progress where appropriate.
- 10) Maintain a department handbook containing aims policies, self-evaluation information, results data and development plans.
- 11) Organise the department's programme of meetings, including the circulation of agendas and minutes and to ensure the productive use of meeting time.
- 12) Maintain an environment within the department that promotes high quality teaching and learning.
- 13) Monitor health and safety matters within the department and adhere to the school's Health and Safety Policy.
- 14) Be responsible for placing Risk Assessments in each classroom and ensuring staff understand them.
- 15) Take responsibility for the Performance management of other staff as directed by the Headteacher.
- 16) Coach members of the department to develop teaching and learning pedagogy in line with the incremental coaching process of performance management.
- 17) Attend Subject Leader meetings.
- 18) Ensure equality of opportunity for staff and students within English.
- 19) Report to the Headteacher in accordance with school procedures.
- 18) Safeguarding and Promoting the Welfare of Students

Working with the Designated Child Protection Person the post holder will:

- Identify and record any child protection concerns.
- Contribute information as required for Common Assessment or Multi-Agency meetings

- Act at all times in line with the school's Child Protection procedures.

19) To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.

20) To meet the National Standards for Subject Leaders.

21) To achieve any performance criteria or targets related to the management post arising from the School's Performance Management arrangements.

## Person Specification

### Job Role: Faculty Lead of English

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant degree</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Experience and Skills	<ul style="list-style-type: none"> <li>• Experience of Key Stage 3/4 in English</li> <li>• Experience of planning and delivering curriculum at relevant KS and/or subject(s)</li> <li>• Strong interpersonal skills and ability to play a full role in the team</li> <li>• Flexibility and desire for professional</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in more than one school</li> <li>• Leadership experience</li> <li>• Experience of coaching colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• A thorough knowledge and understanding of all relevant aspects of the National Curriculum in relation to the post</li> <li>• Ability to express a clear vision for English</li> <li>• assessment for learning strategies</li> <li>• development in the classroom or towards a leadership role</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of KS2 curriculum in order to aid transition.</li> <li>• Knowledge of "Assessment without Levels" strategies</li> <li>• Strong ICT skills.</li> <li>• Ability to work independently and use initiative in a supportive environment.</li> <li>• Staff Management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to handle situations with discretion, tact and diplomacy</li><li>• Ability to analyse class and department data and identify suitable interventions.</li></ul>		
--	--	--	--