

Consilium Academies Recruitment Pack

Head of English

Armthorpe Academy



About the Role

Head of English | Armthorpe Academy

Start date: September 2021

Permanent

Main/Upper Payscale + TLR1a (£8,291)

This is an opportunity to join a dedicated team of staff at Armthorpe Academy, part of Consilium Academies who are committed to providing the best possible education for our students.

Armthorpe Academy is a 'truly inclusive school' (Ofsted 2019). We have high expectations of students, both in terms of their progress and their behaviour. In particular, we expect them to invest in their own learning, and we encourage them to enjoy and make a positive contribution to the wider life of the school. They, in turn, can expect from us the highest possible quality of teaching, care and support.

We are looking for an outstanding teacher who is ambitious and wants to further their career. Candidates will have the drive and motivation to continually improve the department, whilst understanding the importance of developing a positive culture.

Please see the person specification and job description below for further details.

To apply please download and complete the attached application form. We ask that all completed application forms are sent to Dawn Mckinna at HR@armthorpeacademy.org.uk

Please note we do not accept CVs.

Closing date for applications is: 9am on Monday 12th April 2021

Interview date: To be agreed

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered. We do not accept CV's.



Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in working at Armthorpe Academy. Do you thrive working as part of a team to achieve a common goal? Are you a leader and a learner? Are you hardworking, passionate, and committed to ensuring all our students maximise their potential? If so, then we would love to hear from you!

We are proud to be a member of Consilium MAT, a trust that prides itself on partnership, opportunity and integrity. We will always put students at the centre of everything we do; inclusion is imperative to us. At Armthorpe, every learner is an individual with a distinctive personality and characteristics. We focus on the whole person, a sense of togetherness and empowering everyone as a leader and learner. We place great value on preparing our students to thrive in 21st century Britain; together we need to ensure our learners are equipped emotionally, socially, and academically to excel through their journey at Armthorpe and beyond.

Staff well-being is very important to us. Happy contented staff leads to a happy and productive school. We strive to create a climate where staff are trained well enough so they can leave, but valued and treated well enough, so they do not want to leave.

This post presents a rare opportunity to join our truly unique school family. I am confident there has never been a better time to work with our community. Applications are welcome from candidates who:

- Are passionate about teaching and learning.
- Have an interest in developing the 'whole' child.
- Are highly effective practitioners.
- Have energy, enthusiasm and enjoy working both independently and collaboratively.
- Are committed to their own professional development and that of others.

In return, we can offer you:

- A committed and supportive leadership team.
- High quality in-house bespoke CPD and collaboration as part of Consilium trust.
- A dedicated and friendly staff body.
- The opportunity to work with our amazing students.

Thank you for your expression of interest thus far. I would encourage you to read the recruitment information and visit the academy to see us in 'action', with confidence that you will receive a warm welcome from our staff and students. If you are as excited about this opportunity and our journey ahead as we are, then we look forward to hearing from you.

Kind regards

Claire Robbins
Headteacher

About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

The Armthorpe values permeate all aspects of school life. We are building a culture where we expect everyone in the Armthorpe family to be a leader and a learner. Our ethos is built on the strapline, **Inside Everyone There is a Rainbow Waiting to Shine**. A rainbow is a wonderful sight; a symbol of hope, inspiration, vibrance and dreams coming true. A rainbow only appears however after a storm reminding us that anything magnificent often requires a battle, struggle, resilience and patience. Weathering the storm is a part of life. As such, our values embody characteristics we would want to foster in our own children:

Respect #Communicate with Kindness	At the start of our rainbow because manners and kindness cost nothing but mean so much.
Responsibility #Make Positive Choices	Life is all about choices. It is never too late to make a positive choice; you don't find a rainbow looking down.
Resilience #Never Give Up	In the middle of our rainbow because resilience is a skill not an ability. It can be learnt. It is an invaluable life skill.
Pride #The Best of Me	Nothing replaces hard work, but pride features at this point in our rainbow as it requires the 3 Rs before it, then some inner drive.
Ambition #Dream Big	Ambition is at the end of our rainbow because dreams will come true but only if all our other values are engrained and embed.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

About the Trust

The Consilium Mission

‘Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed’

Consilium Academies is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England. Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by;

- Ensuring that everything we do has a focus on helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- focusing on the development of the whole child by providing exciting and challenging learning and extra-curricular opportunities and experiences;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

We are proud to offer the following staff benefits to our employees:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day 7 days a week
- Access to an Occupational Health Provider
- Fleet Solutions Car Leasing Scheme
- Free membership to Perkbox with hundreds of exclusive perks and discounts available online and in store at many shops, gyms and restaurants
- Providing excellent CPD working alongside external experts such as “Ambition”
- Providing free parking on site for all staff
- We have many new build state of the art campuses
- We are a family of academies that are inclusive and embrace diversity

Job Description

Job Title:	Head of English
Reports to:	Headteacher/Senior Leader
Based at:	Armthorpe Academy

Main purpose of the Role

- To lead and manage the implementation of a challenging, coherent and cumulative English curriculum that leads to excellent outcomes.
- Leadership and Management of all aspects of the English Department, linking with other subjects where possible.
- Implementation of English curriculum and related projects.
- Achievement of consistently outstanding teaching, learning and assessment in English.
- Achievement of outstanding pupil progress and attainment in English.

Core Responsibilities & Tasks

Teaching

- To undertake an appropriate programme of teaching demonstrating excellence at all times.
- To maintain the national standards for QTS/Performance Threshold/LT/Subject Leaders.
- Teach all year groups to an outstanding level.
- Contribute to PHSE, SRE, Citizenship and Enterprise according to school policy.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Have a substantial role in promoting an atmosphere conducive to effective teaching and learning ensuring that pupils are exposed to the highest quality teaching.
- Oversee the preparation and delivery of schemes of work for all year groups in order to promote continuity, breadth, balance and progression in pupils' learning, ensuring that each pupil has the opportunity to maximise his / her potential.
- Lead and take responsibility in the management of pupil behaviour within the Faculty and ensure that relationships between staff and pupils are harmonious leading to highly productive and well-motivated classes.

Operation/Strategic Planning

As Head of English you will:

- Participate in the decision and policy making process relating to the wider needs of the school.
- Promote an atmosphere conducive to effective teaching and learning.
- Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school.
- Actively support the Head Teacher, Governors and staff in the promotion and achievement of the aims and objectives of the school.

- Be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan.
- Through middle leadership meetings contribute to the school's organisation and overall strategy of the school.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Undertake the implementation of performance management of colleagues and integrate this into their professional development.
- Participate where appropriate in the appointment of teaching and support staff.
- Write a subject development plan, set teaching and academic targets and embed a meaningful monitoring and review process.
- Develop all Faculty teachers to ensure teaching is consistently effective.
- Monitor and assess teaching, learning and assessment in English.
- Assist in the professional development of teachers, supervise and support trainee teachers and NQT's.
- Manage the Faculty budget to ensure value for money and impact on teaching, learning and attainment.
- Ensure staff are well informed on all aspects of school life relating to the post of Head of English in order to promote good communication and high morale.
- Encourage the practice of working as a team.
- Show commitment to the extra-curricular activities of the school and particularly those of your Faculty.
- Assist the Head Teacher in maintaining and developing a positive and constructive partnership with parents and the local community.

Curriculum Provision

- To liaise with the SLT Link Line Manager and relevant teachers to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum and intervention programme which complements the School Development Plan
- Be accountable for the development and delivery of curriculum programmes
- Lead curriculum development for the whole Faculty
- Keep up to date with National developments in the Faculty area, teaching practice and methodology
- Actively monitor and respond to curriculum development and initiatives at National, Regional and local levels
- Liaise with the SLT link Line Manager to maintain accreditation with the relevant examination and validating bodies
- Ensure that the development of schemes of work is in line with National developments

Curriculum Development

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment policies, teaching and learning strategies in the Faculty
- Undertake the day to day management, control and operation of course provision within the Faculty, including effective deployment of staff and physical resources
- Actively monitor and follow up pupil progress, producing a termly on pupil progression for the SLT/link week
- Manage Faculty finances using the School Development Plan to generate Faculty Development Plans and targets
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- Responsibility for the on-going assessment of pupils within the Faculty, identifying and taking appropriate action on issues arising from data and reports; setting deadlines where necessary and reviewing progress on the action taken
- In conjunction with the relevant SLT Link / Data Manager manage the Faculty's collection of data

- Be responsible for the presentation of display areas and rooms, in particular pupils' work, ensuring that the rooms and furnishings are safe, in good condition and free of damage / graffiti
- Hold minuted Faculty meetings at least in line with the school calendar, such that they provide appropriate and effective channels of communication and represent Faculty views at appropriate meetings
- Submit reports to the Head Teacher on the work of the Faculty, including areas of development to meet the identified needs of the School Development Plan
- Produce reports on examination performance, including the use of value-added data
- Advise on staffing, resources and timetabling requirements for the Faculty
- Implement all school policies and procedures e.g. equal opportunities, health & safety, COSHH, risk assessments etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school
- Responsibility for all stock held within the Faculty and to ensure that an up to date record is kept and audited annually
- Formulate an annual Faculty Development Plan in line with the School Development Plan and to monitor and evaluate progress.
- Monitor the overall behaviour and progress of pupils through the collation of data which provides an overall picture of each pupil, monitoring and dealing with concerns
- Oversee subject entries in external examinations and where appropriate, to co-ordinate appropriate coursework requirements.
- Undertake any other reasonably related tasks requested by the Head Teacher or SLT on behalf of the Head Teacher

Staffing

- To work with the Assistant Head Teacher for CPD to ensure that needs are identified and that appropriate programmes are designed to meet such needs
- To continue own professional development as agreed with Senior Link
- To be responsible for the efficient and effective deployment of support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic and technical progress
- To undertake Performance Management Review (s) and to act as reviewer for a group of staff within the Faculty and to integrate this into their professional development
- Monitor and support the overall progress and development of pupils within the Faculty
- Ensure the behaviour management system is implemented in the Faculty so that effective learning can take place
- Ensure that all members of the Faculty are familiar with its aims and objectives
- Represent the Faculty's views and interests at Management Meetings
- Work with the SLT link in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed
- Make arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty by liaising with the Cover Manager
- Participate in the interview process for teaching posts when required and to ensure the effective induction of new staff in line with school procedures
- Promote team work and motivate staff to ensure effective working relationships

Quality Assurance

- To ensure the effective operation of self-review and other quality procedures and to ensure adherence to those within the Faculty
- To establish the process of the setting of targets within the Faculty and to work towards their achievement
- To contribute to the school procedures for lesson observation and monitoring

- Establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all subject areas within the Faculty
- Ensure effective communication / consultation as appropriate with the parents of pupils
- Monitor and evaluate the Faculty in line with agreed school procedures including evaluation against quality standards and performance criteria
- Produce reports within the quality assurance cycle for the Faculty
- Provide the Governing Body with relevant information relating to Faculty performance and development
- Encourage the practice of working as a team
- Show commitment to the extra-curricular activities of the school and particularly those of your subject area
- Assist the Head Teacher in maintaining and developing a positive and constructive partnership with parents and the local community
- Be accountable for the work of all members of staff teaching in your Faculty
- Work in collaboration with the designated member of the SLT in planning induction programmes for new staff, including trainees, newly qualified teachers and teachers new to the subject.

Marketing, Communication and Liaison

- To contribute to the school liaison and marketing activities e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings and other events.
- Actively promote the development of effective subject links with external agencies.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To contribute to the planning and delivery of school liaison activities.
- To liaise with the Exams Officer about exam entries.

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as a cost center holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.

Pastoral System

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.

School Ethos

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students to follow this example.
- To promote actively the school's policies.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.

- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification

Essential Criteria	Method of Assessment
Qualified Teacher Status; degree level or higher	AF/C
Permitted to work in the UK	AF/C
A firm commitment to comprehensive education, with a willingness to teach more than one subject across all abilities.	AF/I
Evidence of teaching at an outstanding level along with the ability to reflect on lessons and continually improve own practice	AF/I
A knowledge of and enthusiasm for your subject; the desire and ability to convey this to the students of the school.	AF/I
A good working knowledge of teaching and learning reflected in own practice, including experience of raising attainment.	AF/I
Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and project based learning activities	AF/I
A willingness to participate fully as part of a faculty team, being an effective team member and leader who demonstrates resilience, motivation and commitment to drive up standards of achievement	AF/I
Ability to lead on assessment, evaluation and attainment of all pupils. Understands and interprets complex pupil data to drive lesson planning	AF/I
Able to set and deliver high expectations for accountability and consistency and embed a culture of learning amongst staff and pupils that creates an ambitious, purposeful and highly motivating environment	AF/I
Excellent classroom practitioner who models, mentors and monitors workplace behaviour	AF/I
A commitment to student support and guidance.	AF/I
Desirable Criteria	Method of Assessment
Experience of working in more than one school / experience as a middle leader	AF/I

A willingness to participate in extra-curricular activities and go above and beyond for our students	AF/I
Ongoing CPD such as middle leader/senior leader course	AF/I/C
To be involved in In-class support across the curriculum and an interest in study skills.	AF/I