



# Alfriston School

## Sports College

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March 2023

Role:	Head of English
Salary:	Leadership Scale 1 – 6 (£45,524 - £51,347) per annum
Contract Type:	Permanent
Hours:	Full Time
Start Date:	1 <sup>st</sup> September 2023 or earlier if possible

Dear Applicant,

Are you an inspirational and highly motivated English teacher with great leadership skills looking for a new challenge? If you are looking for a Head of English post and think that you have the skills and aptitude to inspire and motivate children with special needs, then why not come and join us and lead our department to new heights.

Our school is an outstanding Special School Academy, and we are committed to ensure that all our pupils become the best that they can be and they can enjoy and achieve in all that they do. Our teachers have a strong sense of commitment and use their excellent subject knowledge to provide interesting and creative lessons in which all pupils learn well. They have high expectations of their pupils and develop good supportive relationships and a positive learning atmosphere where the girls can thrive.

We are currently seeking a committed professional who has a real passion for English to lead this vital department. The successful applicant will be an outstanding English teacher, with strong leadership skills and a desire to innovate and further develop the department. You will be leading a small team of teachers and support staff and working with motivated students who love learning.

**To Apply:** Please visit our website [www.alfristonschool.com](http://www.alfristonschool.com) to download and complete the application form, please send a supporting cover letter with your application. All applications are to be sent via email to [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com) for the attention of Mrs Ellie Davison.

If you would like to make an informal visit please also contact Mrs Ellie Davison, via [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com) who will be delighted to arrange this for you.

**Closing Date for Applications:** Monday 17<sup>th</sup> April 2023 at 9:00am

**Interview Date:** Thursday 20<sup>th</sup> April 2023 (Morning)

Yours sincerely

Jinna Male  
Headteacher



Alfriston is an outstanding Special School with Academy status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. All the pupils have an Education Health Care Plan and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs. At present there are 60 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

### **WHY WORK FOR ALFRISTON SCHOOL?**

Alfriston School is based in Beaconsfield. The school benefits from outstanding modern facilities, all of our classrooms are fully equipped with interactive screens and access to class sets of laptops or iPads. All teachers are provided with a laptop that is renewed every three years. The school enjoys a recently modernised performing arts and music facilities that include the use of a dance studio, sound/recording studio and performance space, along with our exceptional sports facilities that caters for a range of indoor and outdoor activities including mountain biking, trampolining, cycling, football and many others. The school also enjoys use of its spacious swimming pool designed by a bespoke architect, as part of an upgrade of the sports facilities at Alfriston, the architects developed a concertina-like roof structure that echoes the shape of the pitched roofs on other buildings in the area causing minimal sound reverberation which is beneficial for the use of our students with their Special Educational Needs.

Staff often remark that Alfriston it is a great place to work. Staff retention is high which we think reflects the supportive and friendly environment in which we work. Our pupils are inspirational and full of potential. Staff feel they are people *"You just want to be with!"* Having been rated 'outstanding' by Ofsted in July 2013 it was noted "The excellent personal and academic opportunities offered ensure that the school makes a huge difference to the lives of students. As a result, all groups achieve outstandingly well from their individual starting points."

The school culture of teamwork and aspiration is reflected in the report where it states "The headteacher has a very ambitious vision for the school. Senior leaders and managers place a significant focus on improving staff performance through regular high-quality training and checks on their work. The governing body makes an excellent contribution to the school's effectiveness and work tirelessly to raise achievement through its regular visits to check teaching and learning."

Alfriston offers a wide and diverse range of professional development opportunities for staff, including the opportunity to train with Astra School Centred Initial Teacher Training (SCITT), a local Ofsted-outstanding school-centred teacher training provider.

Alfriston School also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- Excellent opportunities for professional development
- Onsite parking
- Transport links (Chiltern Line and close to the M40)
- Discount on hire of selected school facilities
- Close to local amenities





## **Job Description**

**Position** Head of Department English and Literacy  
**Responsible to:** Headteacher

### **Principal Accountabilities**

- To continue to raise achievement for all students.
- To raise standards in English leading to students making good or better progress in English across both Key Stages.
- To lead the English department and to be responsible for Literacy Across the Curriculum.
- To be responsible for the setting, monitoring and reviewing of challenging student progress targets for all students studying English across the school.
- To be responsible for the standards of teaching and learning within English, ensuring that teaching is consistently good and moving towards outstanding.
- To lead and develop the provision of English across the school in line with national initiatives and current pedagogy.
- To be responsible for ensuring that effective assessment, recording and reporting arrangements are made across the English curriculum.
- To ensure that schemes of work are effectively planned and implemented.
- To ensure that support staff working in the classroom are effectively led and managed.

### **Academic Leadership & School Improvement:**

- To lead and manage the department team.
- To be responsible, with the Headteacher and Senior Leadership Team, for improving the quality of teaching and learning throughout the school, leading to all lessons being judged good or outstanding.
- To have a key role in designing and delivering staff meetings and training events on Teaching and Learning.
- To support colleagues across school in improving their practice through performance management.
- To lead on Literacy Across the Curriculum in both the education and residential settings.
- To participate fully in the School Improvement planning process, taking account of agreed whole school priorities and how these link with national and local initiatives.
- To work to a high standard in implementing agreed policies, priorities and expectations.
- To act as a role model for other colleagues.
- To promote a culture of team work, in which the views of all members of the school community are valued and taken into account.
- To contribute to the self-evaluation of the school.
- To support staff in understanding their own accountability and develop approaches to its review and evaluation.

## **Curriculum & Development**

- To ensure that clear aims and objectives for the teaching of English are identified and that these take into account student's individual needs.
- To ensure that all units of work have clearly documented schemes of work which include aims and objectives.
- To ensure continuity and progression for all students across key stages.
- To effectively enable students in Key Stage 3 to develop the skills, knowledge and attributes required to engage with the curriculum in Key Stage 4.
- To be responsible for the collection and analysis of student progress data in English.
- To contribute to the whole school cycles of assessment, recording and reporting including Annual Reviews; Academic Reviews and Parents Evenings.
- To promote a wide range of teaching and learning styles to enable students of all abilities to be appropriately challenged.
- To implement intervention programmes.
- To plan a systematic monitoring and evaluation programme for Key Stage 3, 4 and 5 provision.
- To work with the Leadership Team in curriculum planning and design.
- To ensure that students work in a positive, stimulating environment where work is displayed and achievements rewarded.
- To ensure all courses provide equality of opportunity to all students whilst meeting their needs.
- To keep up to date with the requirements of the National Curriculum and examination syllabi and to attend relevant training courses.
- To organise appropriate educational or extra-curricular visits as appropriate to your subject.
- To advise the examination co-ordinator in making arrangements for externally validated exams.
- To manage the allocated budget and resources for English.
- To liaise with staff on cross-curricular links.
- To ensure that equipment is stored safely and that school Health and Safety policies are observed.

## **Pastoral & Community**

- To communicate to students the values, standards and expectations of the School.
- To contribute to the life of the community according to individual talents and skills, including a willingness to undertake the organisation of extra-curricular activities.
- To participate in the arrangements made for the supervision and safety of the students between lessons and during unstructured times.
- To attend scheduled meetings with colleagues and parents and carers.
- To promote the subject and the achievements of the students within the wider community.
- To ensure that student progress targets and IEP targets inform curriculum planning.
- To assist with a Pastoral Tutor group programme.
- To undertake other such duties as may be reasonably required.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	✓	
<b>Experience</b>		
Able to demonstrate successful teaching experience with evidence of exemplary practice.	✓	
Evidence of taking the lead in preparing, implementing, monitoring and reviewing a whole school policy or a major change in school		✓
Experience of successfully overseeing the planning, implementation and review of a significant curriculum development initiative		✓
Experience of Data analysis and tracking pupil progress		✓
Recent successful experience of a leadership role, including experience in leading teams	✓	
Proven experience in performance management of staff	✓	
Experience of working with partners including school Governors	✓	
Experience of teaching in a special school		✓
Experience of working with and developing links with the community		✓
Evidence of highly effective teaching	✓	
Be capable of setting and achieving ambitious goals for students and staff	✓	
<b>Knowledge and Skills</b>		
Knowledge of national educational standards and expectations for English	✓	
Substantial knowledge and understanding of teaching and learning at KS3/KS4	✓	
Knowledge of special educational needs	✓	
Knowledge and understanding of data analysis, ability to use data to set targets for improvement and evaluate an action plan in relation to those targets	✓	
Confident in department or curriculum self-evaluation	✓	
Understanding of the contribution of the school to the community	✓	
Understanding of how children with MLD/SLCN learn and effectively apply their learning		✓
Knowledge and understanding of teaching and learning at Post 16		✓
<b>Personal Qualities</b>		
Highly developed interpersonal skills		✓
Ability to work under pressure and meet deadlines, accepting the flexibility to attend twilight and evening meetings as required	✓	
Ability to successfully work in collaboration with colleagues	✓	
Ability to relate to young people in a positive manner	✓	
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓	
To show loyalty and commitment to the school	✓	



This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.