
Head of English

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| Contract Type: | Permanent; Full Time TMS / UPS Scale + TLR2 (2) + Recruitment & Retention allowance depending on experience |
| Required for: | September 2023 |
| Closing Date for applications: | Open Ended |
| Interview date: | To be arranged with applicant |

This is an outstanding opportunity to join Aylesbury UTC, a 14-19 Secondary School in Aylesbury. We are advertising for an English Teacher and Head of Department and expect to appoint to one of these roles – applicants should indicate on their application form if they wish to be considered for both.

Aylesbury University Technical College is a unique school offering the very best of technical education with outstanding links to our specialist employer sponsors. Our UTC specialises in Computing / Digital, Health Care / Social Care and Building Studies (final cohort). Our curriculum embraces the core subjects at Key Stage 4 coupled with an innovative focus on our specialisms which is then further developed into our Sixth Form.

The UTC joined Merchant Taylors' Oxfordshire Academy Trust on 1st November 2021. This has enabled an even sharper focus on professional development for staff with excellent support for teaching and learning and wellbeing. Shared practice across our schools lies at the heart of our Trust ethos and is already having an impact at the UTC.

We are looking for colleagues who are passionate about their subject, are committed to supporting young people and are keen to buy into the vision of what makes a successful UTC. We are seeking future school leaders who see working in our context as another step on their professional journey and who are committed to our trust value of **"making a difference"**.

Aylesbury UTC is a growing, non-selective school with students aged 14-19 who come from a very wide area including Buckinghamshire, Hertfordshire and Oxfordshire. We have an excellent reputation for supporting young people from diverse backgrounds in their pursuit for **purposeful destinations**. Our students successfully secure competitive university places, apprenticeships and employment positions. Importantly, we gain huge satisfaction from seeing students successfully joining local job sectors. We are proud of the careers focus throughout the school and we aim to support young people no matter what their chosen pathway.

Students enjoy a huge range of **employer engagement** opportunities such as work placements, mentoring, guest speakers, workshops, site visits and industry-specific projects. We have strong links with large multi-national and

local organisations alike and we are particularly proud of the excellent working relationships with our local community.

Outside of the core curriculum, students predominantly complete vocational courses as these provide opportunities to gain valuable **technical qualifications** and offer more flexibility than academic course. However, from September 2023 we will be offering T-Level Health and from 2024, T-Level Digital. We review courses regularly to ensure that specific modules and qualifications match our students' and industry needs, giving students the strongest possible start to their careers. We are very fortunate to have **industry-standard facilities** which are frequently commented upon by visitors and students as being inspiring. Throughout the curriculum there are industry links and practical activities to ensure that students leave us with the experience and techniques to be able to thrive in their next steps.

Our students join us because they have a passion for the Computing / Digital, Health Care / Social Care or Building Studies sectors and they want to specialise in one of these. We are an **inclusive** school in a selective Buckinghamshire educational landscape and are determined to serve our local community well. Students of all abilities thrive at Aylesbury UTC and we pride ourselves on ensuring that every student fulfils their potential.

Staff – teaching, support and associate – are happy at Aylesbury UTC. **Professional development** is important to us and our programme is varied but also bespoke to support individual needs and priorities. Our annual two-day Teaching and Learning Conference is probably the highlight of this programme. We embrace the inevitable challenges of working with young people and staff are supportive of each other. It is an excellent place to work and we are committed to staff wellbeing and a healthy work-life balance for all our colleagues.

This post would be ideal for someone with experience of leading an English Department to achieve strong outcomes for the students they serve but we also recognise that it may be right for someone who is looking to make a mark in the early stages of their career.

English at Aylesbury UTC

Curriculum:

The majority of our English teaching is to Years 10 and 11, largely in mixed ability classes. Currently, students study Pearson GCSE English Language and English Literature (2.0). We also offer courses to KS4 students that ensure they can develop literacy skills and the associated qualifications, such as FS English. We would like the successful candidate to be able to teach both Language and Literature courses.

At key stage five, students are supported in retaking GCSE English Language or completing Functional Skills English if they need to.

We are particularly proud of the diverse nature of our English Literature texts. We make decisions to ensure that our students are exposed to authors from a wide range of backgrounds, as we feel passionately that this makes a difference to the lives of young people. Our work on improving literacy has been recognised by the National Literacy Trust.

Outside of the 'Core' subjects, our curriculum is largely vocational since this provides an element of flexibility not possible with academic courses. It means that staff can choose to focus on modules that best suit student needs and an ever-changing employment sector. There is an expectation that learning is frequently 'project-focussed' and that employers have an input to ensure content is relevant to industry. It is important that the successful applicant understands these principles and is able to apply them to English where appropriate.

Facilities:

Aylesbury UTC has a well-resourced English department. This includes dedicated classrooms, a 'breakout' area and smaller theory workshop rooms. There is also a 'Learning Resource Centre' (library), used predominantly for small group or intervention work. Students and staff look after these resources very well knowing that they play a key part in the successful completion of courses. Our students also have the opportunity to visit industry settings in the UK and abroad.

Team:

The successful applicant would be part of a two- or three-teacher department, but this is likely to grow with increasing student numbers in the coming years.

Selection Criteria

The successful candidate will be able to meet the following person specification criteria:

Person specification

| Criteria | Qualities |
|------------------------------------|--|
| Qualifications and training | <ul style="list-style-type: none">➤ Qualified teacher status➤ Degree or equivalent qualification in relevant field |
| Experience | <ul style="list-style-type: none">➤ Teaching experience with students in KS4-5 at all ability levels➤ Leadership of a course or department➤ Involvement in self-evaluation and development planning➤ Experience of conducting training / leading INSET➤ Experience in line-management➤ Experience in leading change➤ Strategic work: planning, decision-making and successful implementation➤ Worked in a UTC previously |
| Skills and knowledge | <ul style="list-style-type: none">➤ Expert knowledge of KS4 English curricula➤ Understanding of high-quality teaching and learning strategies in English, and the ability to model this for others and support others to improve➤ Awareness of local and national organisations that can provide support with delivering the subject➤ Data analysis skills, and the ability to use data to inform planning➤ Ability to build effective working relationships with staff and other stakeholders➤ Ability to adapt teaching to meet students' needs➤ Ability to build effective working relationships with students➤ Knowledge of guidance and requirements around safeguarding children➤ Effective communication and interpersonal skills➤ Ability to communicate a vision and inspire others➤ Knowledge of English-related pathways outside of education |
| Personal qualities | <ul style="list-style-type: none">➤ A commitment to getting the best outcomes for all pupils➤ Uphold and promote the ethos and values of the school➤ Commitment to equal opportunities and securing good outcomes for pupils with SEND➤ Ability to work under pressure and prioritise effectively➤ Maintain confidentiality at all times➤ Commitment to safeguarding and equality |
| Additional | <ul style="list-style-type: none">➤ The ability to teach one of the following as a second subject:<ul style="list-style-type: none">- Psychology- Sociology |

Job Description

Main purpose

The Head of English will take lead responsibility for providing leadership and management of the English Team to secure:

- High-quality teaching & learning
- High standards of academic achievement for all students
- Effective use of resources

Duties and responsibilities

Strategic direction

- Develop and implement policies in line with our school's commitment to high-quality teaching and learning
- Promote English, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through English and ensure that teaching and learning illustrates how English might lead to career opportunities
- Use additional staff in English to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder schools on the transition to secondary school with regards to English to ensure that progression is built into the curriculum
- Liaise with colleagues across MTOAT on subject-related events, projects and activities
- Liaise with the Employer Engagement lead to ensure that EE is an integral part of students' experiences of English
- Alongside a member of SLT, lead the strategic development of literacy throughout the school
- Alongside a member of SLT, lead the strategic development of reading throughout the school

Leading the curriculum

- Develop and review regularly the 'Intent' for English
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress in the short-, medium- and long-term (Schemes of Work)
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Ensure that the curriculum effectively links to requirements of KS4 & KS5 qualification assessments and requirements

- Ensure that there are effective links between English and our specialisms
- Have an overarching responsibility for pupils' achievement and standards in English

Leading and managing staff

- Establish an effective team and lead regular meetings on English to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning through observations, learning walks, work scrutiny, and student voice to assess how well English is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in English
- Model high level teaching and learning for other teachers
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises in line with exam board requirements
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting pupils into attainment groups where appropriate

Efficient and effective deployment of resources

- Provide support with textbooks, virtual resources and library books in English
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Liaise with members of the Associate Staff to ensure that resources are managed effectively
- Manage the English budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home (e.g. due to coronavirus)

Additional

- To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor
- To plan, deliver and review PSHE lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning

The Head of English will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that the points above are illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of English will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal / line manager.

General Duties

Aylesbury UTC is part of Merchant Taylors' Oxfordshire Academy Trust. At 'MTOAT' we pride ourselves on providing a safe and happy environment where young people can flourish and we want to send every young person into the world able and qualified to play their full part in it. This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.

You will be expected to carry out the professional duties of a Head of English as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. The performance of all the duties and responsibilities will be under the reasonable direction of the Principal, or other Senior Manager if appropriate, who will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Next Steps

- Further information and an application form can be found on our school website at <https://aylesburyutc.co.uk/about/team/vacancies/>
- For more information or to arrange a visit to the school (strongly encouraged), please contact reception@aylesburyutc.co.uk
- Please email all completed applications to: recruit@mtoat.co.uk (our Trust HR team)
- **Closing date:** There is no deadline for completed application forms
(*we reserve the right to make an appointment once applications are received*)
- **Interviews:** Interviews will be arranged directly with applicants