

**Head of English**

Brighton Aldridge Community Academy

**Recruitment Pack**

**Brighton Aldridge Community Academy (BACA)**

Brighton Aldridge Community Academy is a state funded entrepreneurial Academy, part of the Aldridge Education Multi-Academy Trust, with the specialism of sport and entrepreneurship for 11-18-year olds.

We pride ourselves on ensuring students are equipped with the academic, social and emotional skills which will ensure they continue to thrive once they have left our school. Our mission is to ensure all BACA students benefit from an excellent education, secure great qualifications and develop into young adults who are the first choice recruits for universities and employers. The academy’s motto is simple - “Believe you can”. Whether in the classroom, on the sports field or performing on stage, we inspire each of our students to develop the knowledge and skills they need to follow their passions into a successful future.

Our students benefit from great teaching, an exceptional building and facilities as well as extensive opportunities in terms of enrichment, sport and the creative arts. Outcomes are strong and improving at Key Stage 4 and 5. Ofsted graded the school as 'Good' in 2016 and noted that the care, guidance and support that students receive is outstanding. Through encouraging an enterprising mindset we enable students to thrive in today's rapidly-changing world. We teach students to be innovative and resilient through promoting the Aldridge Attributes of teamwork, creativity, passion, problem-solving, risk-taking and determination in all aspects of academy life.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment.

Brighton is a vibrant and young city with a cosmopolitan feel and way of life which attracts people from all around the world. This is enhanced by the addition of two universities, University of Brighton and University of Sussex, and a wealth of cultural treasures. It is an exciting seaside city with an excellent quality of life with its coffee bars, restaurants, pubs, night clubs and theatres. Wander through 'The Laines' enjoying the boutique shopping and street entertainers. Brighton has excellent rail and road links to and from London (52 mins by train) and with the port of Newhaven just 10 miles away you have easy access to France and Europe.

**English at BACA**

The English faculty is a very high performing team with many years of consistently strong outcomes. We teach the English Mastery programme at Key Stage 3 and a very well-structured GCSE curriculum at Key Stage 4 developed in partnership with our Aldridge Education partner schools. We have recently reintroduced English Literature A-level in BACA College so experience across the secondary age range is desirable. Alongside the English curriculum we have a very well-established reading programme that sees all students and staff reading together in small groups each day and evening.

**Aldridge Education**

Aldridge Education is a charitable trust whose entrepreneurial community schools help young people to reach their potential. We support our Principals and teachers in rapidly improving the quality of education on offer at early years, primary, secondary and sixth-form levels in order to transform the life chances of our students.

Aldridge Education was established as a national multi-academy trust by the Aldridge Foundation in 2016, taking over responsibility from the Foundation for its family of non-selective academy schools and colleges, some of which are part of the multi academy trust whilst others are currently independent Trusts sponsored by Aldridge Education.

Sir Rod Aldridge launched the Aldridge Foundation in 2006 after retiring from Capita Plc, the business he set up and which became one of this country’s most successful companies. Our shared belief is that by introducing young people to, and helping develop in them, the core attributes of entrepreneurship, we can provide context and relevance to their learning, foster creativity, passion, determination, risk taking, problem solving and teamwork. These characteristics help our students achieve in their education and acquire further vital skills for adult life.

For more information, please view our website: http://aldridgeeducation.org/

It’s a really exciting time to be considering working for Aldridge Education.

## Job Description: Head of English

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| **Reports to:**  |   | Vice Principal / Assistant Principal |
| **Start date:**  |   | January 2022 |
| **Salary:**   |   | L5-9 |
| **Contract:**  |   | Permanent |

### The Role

The Head of English will support the Principal and Senior Leadership Team in raising standards and promoting the vision, ethos, culture and policies of the academy. They will be accountable for the standards of academic performance, teaching and learning and student behaviour in the English Faculty.

### Key responsibilities

* Work as a member of the Leadership Team to ensure that the aims and objectives of the academy are realised
* Provide leadership to students and staff taking responsibility for achievement and standards, ensuring that students achieve aspirational targets and develop in all aspects of their wider academy experience
* Lead, inspire and motivate all students, ensuring their welfare, enjoyment and success.
* Work with the Senior Leadership Team to develop and implement a consistently outstanding learning experience for all students in line with the academy’s aims

**Leadership**

* Lead the English Faculty
* Manage the other postholders within the department and coordinate the distribution of leadership within the department
* Ensure an appropriate climate for learning is provided for students and staff in English classrooms
* Ensure appropriate provision for all students providing support and removing barriers to learning
* Encourage high expectations and ambitions from students
* Be consistent in the delivery of all the academy’s policies and practices
* Set high expectations for all students through aspirational target setting
* Be a role model for students through personal presentation and professional conduct
* Maintain confidentiality inside and outside the academy
* Model the entrepreneurial traits of having a determination to succeed and a positive attitude to your work and endeavour to instil these attitudes in colleagues and students
* Keep a high profile around the academy, taking command of areas at change of lessons and being visible and proactive
* Think strategically for the future while being able to deal with immediate challenge
* Perform particular duties in accordance with directions by the Principal to ensure student safety
* Promote the House System and encourage house spirit, teamwork and a sense of family amongst staff and students

**Learning and Standards of Achievement**

* Work closely with the Assistant Principal, Vice Principal, wider SLT, Subject Leaders, tutors and teachers to improve student expectations, desire to achieve and the quality of their learning, supporting rigorously the procedures connected with monitoring and recording progress
* Work with the Aldridge Education Trust Lead for English in ensuring standards at KS4 and KS5 continue to improve
* Monitor student progress and achievement ensuring students are on the correct courses
* Ensure appropriate intervention is in place where needed.

**Specific additional responsibilities**

* Promote numeracy and problem-solving across the curriculum
* Contribute to the academy’s continued professional development programme
* To be a coach for teaching and learning and train other colleagues to coach staff to deliver consistently good or better teaching and learning
* Work with subject areas to ensure the consistent setting and completion of appropriate homework

**Innovation and New Technologies**

* Keep up-to-date with technological change and the use of technology to enhance delivery and student access to the subject
* Implement the use of new technologies that enhances teaching and Learning Support

**Other responsibilities**

* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
* Adhere consistently to the academy policy on Behaviour, Rewards and Relationships
* Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem
* Ensure that there is clear and effective communication with parents at all times, keeping them equally well informed of successes and difficulties
* Support colleagues to be successful in their own leadership roles through mentoring, coaching and line management
* Participate in the recruitment, development and performance management of staff
* Establish effective working relationships with colleagues and associate staff
* Liaise effectively with parents/carers and with other agencies with responsibility for students’ education and welfare
* Be aware of the role of the Local Governing Committee of the Academy and support them in performing their duties and attend meetings as required
* Attend review days, parents’ evenings and other events as directed
* Contribute to the teaching programme as appropriate
* Take assemblies as required
* Support the Reading Programme as a Reading Tutor

**Person Specification: Head of English**

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|  | Requirements |
| Experience | * Experience of successful leadership at secondary school level
* Qualified teacher status
* Further professional development through qualifications or training
* Experience of leading subject level initiatives with demonstrable impact on student progress
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| Leadership & Management | * Able to set out a vision and implement rapid and sustainable change
* A role model for staff and students and able to secure the commitment of the wider community in the interests of all learners
* Has high expectations, sets and delivers high standards and commands credibility through expertise
* Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data/evidence and other information
* Proven impact on the leadership of school curriculum areas and corresponding impact on teaching and learning and student outcomes in English
* Has led and managed teams of people, achieved desired outcomes and can challenge underperformance
* Has the capacity to support and challenge and delegates effectively within the team
* Evidence of understanding the behaviour, safety and welfare agenda including diversity and community cohesion
* Proven ability demonstrating a range of leadership styles in leading, monitoring and evaluating school improvement measures
* Motivating and inspiring students, staff, parents and the wider community including positive management of student behaviour
* Experience of improving the performance of underperforming students
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| Knowledge & Understanding  | * Successful teacher of English
* Proven knowledge of effective pedagogies and strategies to improve student outcomes in Key Stage 3 and 4 (essential) and 5 (desirable)
* A good understanding of national and international research into improving teaching and learning across school systems
* An understanding of the contextual issues affecting teaching and learning outcomes
* Understanding of innovative teaching and learning practice including the use of remote learning
* Understanding and commitment to a fully inclusive teaching and learning agenda
* Knows and understands what constitutes high quality learning and is an outstanding practitioner in their area of expertise
* A clear understanding of the diverse needs of students and knows how to address them
* Knows, understands and can demonstrate the ability to lead sustained improvement in standards in his/her current post
* Has knowledge of intervention strategies which ensure students make progress
* Good knowledge of the latest educational initiatives
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| Skills | * Ability to lead and develop effective coaching models to develop the teaching practice of all teaching staff in the organisation to good or outstanding
* Ability to effectively implement and evaluate a range of teaching and learning strategies.
* Effective organisational skills and time management.
* Excellent communication skills, both oral and written
* Ability to motivate both staff and students.
* Commitment to be high profile within the academy, sharing common Leadership Team responsibilities
* Able to analyse and evaluate complex data to inform appropriate action.
* The ability to create and maintain an environment/ethos which promotes effective learning and strives for achievement
* Ability to work with students with diverse needs
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| Additional Requirements  | * Enthusiastic approach to teaching and learning and maximising students achieving their full potential.
* Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress.
* Has a personal impact/presence underpinned by high expectations of achievement and behaviour
* Is reliable and has an excellent record of attendance and punctuality.
* Has a personal impact/presence underpinned by high expectations of achievement and behaviour
* Is an innovative practitioner able to solve problems and convert them into successes
* Is committed, resilient, robust and resourceful
* Is sensitive and empathetic yet professionally and objectively detached when managing conflicts
* An Enhanced DBS check will be requested in the event of a successful applicant
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*Aldridge is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**How to apply**

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status disability or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate’s suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

**Further information:** For an informal discussion about the role or the academy, please contact James Collett (Vice Principal) by email to jcollett@baca-uk.co.uk.

**Applications:** Please send a cover letter of no more than two sides of A4 and an application form ensuring that you demonstrate how your experience and skills make you suitable for the position **by 9am on Monday 4th October** to Rebecca.lefcovitch-davies@aldridgeeducation.org

**Shortlisting:** We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies.

**Interview Process**: Candidates who best meet the person specification will be invited to an interview. Interviews and associated assessment activities are likely to be conducted on **Wednesday 6th October (Online First round)** and **Friday 8th October (in person interview at BACA).** You will be asked to bring proof of qualifications and identity on the interview day.

**References:** We request references for all candidates who are invited to interview. Please inform us if we should not contact your referees before interview. Your first referee should be your current or last employer.

**Offer of Employment:** We will make a verbal offer of employment by telephone within 48 hours of the interview and this will be confirmed in writing. Any offer is made subject to:

* References satisfactory to us
* A satisfactory DBS check

Provision of proof of identity and qualifications

**Feedback**: We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

**Probationary Period**: The post is subject to a three month probationary period.