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**Head of English Pack**

# Welcome,

Thank you for your interest in this role with Oakbank School, part of Anthem Schools Trust

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. Since starting out with just three schools in in 2011, Anthem now serves over 8,000 children and young people across its three regions. We are a values-driven organisation with a commitment to integrity, collaboration, and excellence values which are shared in Oakbank school, a place where every student thrives.

Oakbank is a smaller than average secondary school based in Reading, Berkshire, with a truly caring and supportive community ethos. Our dedicated and inspirational teaching staff are committed to ensuring Oakbank students leave prepared for the world ahead of them, with excellent examination results and with all the skills they need to succeed in the next stage of their education.

Our students are at the heart of the school, and we are immensely proud of their achievements, we are an ambitious and successful community school, where all students are supported, valued, and provided with everything they need to thrive. We aim to provide the very best environment for success and our consistently high expectations drive Oakbank students to achieve personal excellence in all they do.

Oakbank school is a thriving school that is expanding over the next few years in order to allow us to provide an even wider range of subjects for our students than is currently on offer. The expansion will also provide the opportunity for us to offer even greater professional development and training opportunities to our staff.

I hope you enjoy exploring this pack and that it provides you with a greater understanding of what you would experience being part of our wonderful school community. I hope it also evidences the wider benefits of working within Anthem, a dynamic and ambitious organisation. We welcome the opportunity for prospective candidates to visit the school or hold an informal discussion. This can be arranged by contacting the school: 01189 883616 or by email: [enquiries@oakbank.anthemtrust.uk](mailto:mailtoenquiries@oakbank.anthemtrust.uk).

Yours sincerely,

A close-up of a logo

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Steve Jump

Headteacher

# Trust information

**Chief Executive:** Mohsen Ojja

**Address:** Anthem Schools Trust   
Highbridge House  
16-18 Duke Street   
Reading  
RG4 8TS

**Telephone:** 0118 902 1637

**Email:** [enquiries@anthemtrust.uk](mailto:enquiries@anthemtrust.uk)

**Website:** [www.anthemtrust.uk](http://www.anthemtrust.uk)

**Twitter:** @anthemtrust

## Anthem – who are we?

Anthem is an education charity that runs a group of state-funded primary and secondary schools to give children a better future. Anthem started out in 2011 with just three schools, and now serves over 8,000 children and young people across the East Midlands, London and Thames Valley. Our vision is that by working together, we will create ambitious and successful schools in which every child thrives.

Our schools work in collaboration as one entity to improve and maintain high educational standards, experiences, and outcomes across the Trust. Anthem schools are diverse and serve many different communities. They are all united by a shared ambition for children and young people, which is underpinned by a commitment to integrity, collaboration, and excellence. These shared values provide a frame of reference for how we relate to one another, and for what is common between our schools and our people. They are brought to life through schools’ own identities and approaches, creating thriving local schools that meet their communities’ needs.

## Anthem people

At Anthem we know that people are our most valuable asset, and we are passionate about the professional development of every individual within the organisation, we have a comprehensive Developing People Strategy to support this ensuring all staff have access to quality and inclusive career development and training opportunities. In all areas of work, and for every individual, Anthem seeks to unleash talent, create tailored opportunities, and develop experts.

At Anthem we prioritise developing the skills of teachers in subject knowledge pedagogy and assessment, through evidence informed approaches and high levels of support and challenge.

The comprehensive professional development programme in place to support the workforce across Anthem schools includes:

* A suite of programmes delivered collaboratively across anthem with partner organisations including the full range of available NPQS (National Professional Qualifications), the Early Career Framework and a range of apprenticeships.
* A rolling programme of professional development tailored to develop leadership skills, and teaching and learning development, these are delivered by an experienced and robust school improvement team, led by Anthem’s Education Directors, a talented group of specialists with a track record of exceptional practice in their own field of expertise.
* Access to the Anthem flagship CTMM (Cognitive Theory, Memory and Metacognition) programme which strengthens teachers understanding and implementation on the science of learning and cognitive theory, with practical application in the classroom.
* Instructional Coaching programme, including the utilisation of Steplab.
* Professional Learning Networks, connecting areas of specialism across Anthem schools to support curriculum development, strengthening collaboration, shared resources, moderation and training opportunities.

Our rewards and benefits package include:

* Membership of local government pension scheme.
* Access to Employee Assistance Programme offering free confidential support on a range of issues such as work, wellbeing, money, health, and legal advice.
* Cycle to work scheme.
* Access to Health Shield Health Cash Plan, optional scheme to pay a weekly or monthly premium to claim money back on everyday health care needs such as dentist, optical and physical needs.

A group of men sitting at a table

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# About Oakbank School

## School information

**Headteacher:** Steve Jump

**Address:** Oakbank school

Hyde End Lane,

Ryeish Green, Berks,

Reading RG7 1ER

**Telephone:** 01189 883616

**Email:** [enquiries@oakbank.anthemtrust.uk](mailto:enquiries@oakbank.anthemtrust.uk)

**Website:** [www.oakbank.anthemtrust.uk](file:///C:\Users\JSmith\Desktop\www.oakbank.anthemtrust.uk)

**Twitter:** [@Oakbank\_School](https://twitter.com/QueensburyAcad)

Map

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Oakbank School is a thriving and growing school situated in a semi-rural location on the outskirts of Reading and is in easy reach of the East and West M4 corridor via junction 11 and the A33 South to Basingstoke.

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## **Welcome,**

Oakbank school is a place where every student thrives and in which our values of integrity, collaboration and excellence shine through all that we do. Our students are at the heart of the school, and we are immensely proud of their achievements and of the great opportunities our school has to offer them. We are an ambitious and successful community, where all students are supported, valued, and provided with everything they need to thrive.

We are a truly caring and supportive school community in which every student is accepted and loved and where all students are encouraged to celebrate what makes them unique. We aim to provide the very best environment for success and our consistently high expectations drive Oakbank students to achieve personal excellence in all they do. We are incredibly proud of our wonderful school community.

We have made great strides in recent times to become a highly successful school and we will not rest in our ambition of being the best that we possibly can be.

## Our mission and values

We ensure that our students thrive, that they succeed at university, or in higher education, have great jobs and lead happy, fulfilling lives.

Our Values

**Integrity:** We aim to be truthful, kind, and compassionate, in all areas of life. When faced with difficult decisions and hard choices, we respect each other and do the right thing.

**Collaboration:** We believe in the power of working together. We share a mission and support each other, students, parents, and staff alike, to achieve our common goal.

**Excellence:** We strive for excellence in all things and do not accept poor quality. We challenge ourselves and others by asking the question ‘what have I done better today than I did yesterday?’

## Oakbank Curriculum

We are committed to offering a broad and balanced curriculum to Oakbank students. We deliver a three-year key stage three programme which is followed by a key stage four offer of both GCSE courses and vocational content. We also provide more bespoke pathways for a small number of our students who struggle to access the broader curriculum.

## English at Oakbank

This exciting new opportunity has arisen due to the current Head of Department (who has been at Oakbank since 2014) moving on to an exciting new opportunity in education elsewhere. The department is one of the most successful departments within the school and is made up of four highly committed teachers and a Second in Department. English is a popular subject at Oakbank in which students make solid progress.

# Recruitment timeline

**Start Date:** 1 September2023

**Closing Date for applications:** 9am on Wednesday 29th March 2023

Applicants must complete the Anthem application form to be considered for the role, this is available to download from our website <https://www.oakbank.anthemtrust.uk/609/vacancies>

Please email your completed application form to [recruitment@oakbank.anthemtrust.uk](mailto:recruitment@oakbank.anthemtrust.uk). We do not accept CVs. Please note we reserve the right to close the recruitment campaign earlier than this date subject to the volume of applications received. We therefore encourage candidates to submit applications as early as possible.

*We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children’s Barred List check, internet checks and satisfactory reference*

# Job description: Head of English Department

|  |  |
| --- | --- |
| **Location** | Oakbank School, Reading |
| **Contract term** | Permanent Full Time |
| **Pay range** | MPS/UPS + TLR 1 (£7368) |
| **Reporting to** | Assistant Headteacher |

## The following are specific to this role and are in addition to the current job description for a Teacher.

## Job purpose

* To provide effective leadership and management of the English department
* To ensure high levels of achievement for all students in English
* Responsible for the work, administration and development of the English department

## Main duties and responsibilities

**Leading teaching & learning**

* **Ensure effective teaching and learning strategies are in place across the whole department in support of the school improvement plan**
* **Implement teaching and learning methodologies in the department as set out by the school’s Senior Leadership Team through the creation of appropriate schemes of learning**
* **Monitor and evaluate standards of teaching, student progress and classroom management across the department**
* **Develop an innovative curriculum that excites and engages students whilst ensuring that all aspects of the school’s curriculum policy are met**
* **Set high expectations for staff and students**
* **Ensure assessment within the department is of the highest standard**
* **Plan and oversee educational visits and/or events appropriate to the curriculum or subject area**

**Working with others**

* **Actively support the school’s and trust’s values and vision through the work of the department**
* **Make a positive contribution to the wider life of the school**
* **Work with other Heads of Department, Middle Leaders and Senior Leaders on curriculum and school-wide issues**

**Leading and managing staff**

* Work with external providers to grow and develop a thriving extra-curricular and peripatetic provision, ensuring a focus on improving student outcomes
* Lead teaching of the subject in the department, implementing a progressive and challenging curriculum
* Ensure all team members maintain high professional standards and follow policies, procedures and expectations of the school
* Work with the performing arts team to develop ways to collaborate and share expertise
* Develop the department to be an example of excellence to others within the school
* Demonstrate commitment to good work/life balance through modelling good practice and considering the impact of decisions on workload across the team
* Participate with the school’s performance management process

**Resources**

* Manage the department’s budget and resources, complying with Anthem policies and procedures, to ensure maximum benefit for students
* Work with the senior leadership team to develop a first class music provision and facilities
* Ensure the department accommodation provides a positive and safe environment which promotes wellbeing and high achievement

*This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection and safeguarding procedures.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

# Person specification: Head of English Department

|  |  |  |
| --- | --- | --- |
| **Qualifications and training** *Evidenced through: Application* | **Essential** | **Desirable** |
| * Good relevant degree * Qualified Teacher Status * Recent and relevant personal development | 🗸 |  |

|  |  |  |
| --- | --- | --- |
| **Experience/employment record** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Teaching experience across KS3 and KS4 * Evidence of a wider contribution to school life * Contributing to improvement in a subject area * Evaluating teaching and learning | 🗸 |  |
| * Leading and managing a team * Leading and managing a subject area * Successfully managing a balanced budget * Delivery of INSET |  | 🗸 |

|  |  |  |
| --- | --- | --- |
| **Knowledge and skills** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Excellent, thorough and up to date subject knowledge * Excellent, thorough and up to date curriculum knowledge * Knowledge of effective teaching and learning strategies * Thorough understanding of how children learn * Able to adapt teaching to meet student’s needs * Thorough understanding and use of a range of effective behaviour management strategies * Confident using ICT to support learning * Able to build effective relationships with staff and students * Coaching and mentoring other teachers | 🗸 |  |

|  |  |  |
| --- | --- | --- |
| **Personal qualities** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Enthusiastic and a committed teacher * Excellent classroom practice * Ability to motivate, inspire and challenge staff and students * Able to plan, prioritise and organise self and others * Passion for own specialist subject * Commitment to raising standards * Calm, flexible, supportive, dependable and reliable * Good team player * Commitment to own further development * Drive and enthusiasm * Good interpersonal skills * Adaptable to change * Inclusive and collaborative * Effective decision maker * Committed to inclusive, comprehensive education * Committed to promoting and safeguarding the welfare of young people * The ability to converse at ease with members of the public and provide advice and information in accurate spoken English | 🗸 |  |