



Devonport High School for Girls

*A Specialist Language College*

# **Information Pack**

## **HEAD OF ENGLISH**

***Full Time,  
Permanent  
MPS/UPS +  
TLR 1B  
September 2023  
Start***

## Dear Applicant

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Thank you for your interest in the position of Head of English at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission and as we begin to expand our pupil roll, from September 2023. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

I am seeking to appoint a well-qualified, confident and enthusiastic Head of English on a full-time contract, from September 2023. I am looking to appoint someone who is committed to the DHSG mission, enthusiastic about their subject and is willing to go the 'extra mile' for our students, in terms of extra-curricular opportunities. The English department is our highest performing department in the school and a thriving subject. The post has arisen due to the successful promotion of the current post holder to Assistant Head Teacher at DHSG.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. The school has strong international links and helps to create successful and happy young people who have the skills to carry out leading roles in the world. Our students are absolutely fantastic and highly motivated to learn. You will not experience poor behaviour in the classroom and will be free to teach your subject.

We value our staff here, and as such have sensible policies and systems in place. For example, we do not have pointless meetings, but instead a focus on CPD training for staff. We invest in 'incremental coaching' and not high stakes lesson observations. Staff value the opportunity to have feedback that helps them improve. We care very much here about the leadership development of our staff and have a comprehensive leadership CPD offer in place.

In this applicant information pack, you will find a Job Description, a Person Specification and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

Lee Sargeant  
Head Teacher

## The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



## The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city, which enables us to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer a number of languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of educational and cultural visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which comprises of the Head Teacher, Deputy Head Teacher, four Assistant Head Teachers and the Business Manager.



# The English Department

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## Introduction to the department

The English Department at Devonport High School for Girls is highly successful; consistently achieving exceptional outcomes at both GCSE and A level Literature. The Department is ambitious and driven with the collective goal of ensuring all students excel in all aspects of our curriculum whilst developing a love and appreciation of Literature.

## Staffing

From September, there will be 5 full-time and 3 part-time specialist teachers of English including this post.

## Teaching and the Curriculum

Our curriculum is ambitious, sequenced, knowledge-rich and underpinned by the cumulative acquisition of skills.

Our literature text choices from Year 7 to Year 13 are diverse and challenging to ensure all students build a body of knowledge that develops both their appreciation of literature and their cultural capital. The curriculum overview shows the pattern through genres and time periods to enable students to apply and extend knowledge as they progress through the curriculum. Our curriculum covers 6 core areas of English Language and English Literature: prose, poetry, Shakespeare/Drama, writing (creative and non-fiction), wider reading and independent learning.

Our research informed approach to teaching and learning balances consistent routines with adaptive strategies that ensure the highest quality of instruction and practice with the pursuit of excellence at the core of every lesson.



## Job Description: Head of English

<b>Job Title</b>	<b>HEAD OF ENGLISH</b>
<b>Scale</b>	<b>MPS/UPS + TLR 1B</b>
<b>Responsible to</b>	<b>Designated Member of the Senior Leadership Team</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>To be accountable for student progress and development within the subject area.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school.</li> <li>To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>To be accountable for leading Literacy across the school.</li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>Teaching staff and other relevant personnel within the department.</li> </ul>
<b>Liaising with</b>	<ul style="list-style-type: none"> <li>Head Teacher/Members of the Senior Leadership Team, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents/carers.</li> </ul>
<b>Working Time</b>	<ul style="list-style-type: none"> <li>195 days per year. Full time.</li> </ul>
<b>Disclosure level</b>	<ul style="list-style-type: none"> <li>Enhanced</li> </ul>
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"> <li>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>To actively monitor and follow up student progress.</li> <li>To implement School Policies and Procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.</li> <li>• To lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school.</li> <li>• To foster and oversee the application of ICT in the Department.</li> <li>• To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• To liaise with the SLT lead for Teaching and Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan/School Evaluation.</li> <li>• To be accountable for the development and delivery of the subject.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up-to-date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Deputy Head Teaching and Learning to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To ensure that the development of the subject is in line with national developments.</li> </ul>
<b>STAFFING:</b>  <b>Staff Development</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To work with the SLT lead for Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of the Department's technicians/support staff.</li> <li>• To undertake Teacher Appraisal and to act as reviewer for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> </ul>

	<ul style="list-style-type: none"> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT/NQT programme.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of setting targets within the department and to work towards their achievement.</li> <li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>• To contribute to the school procedures for lesson observation, learning walks, etc.</li> <li>• To implement school quality procedures and to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the relevant member of the Senior Leadership Team, to manage the department's collection of data.</li> </ul>

	<ul style="list-style-type: none"> <li>To provide the Governing Body with relevant information relating to the Department performance and development.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>To ensure that all members of the department are familiar with its aims and objectives.</li> <li>To ensure effective communication/consultation as appropriate with the parents/carers of students.</li> <li>To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>To represent the Department's views and interests.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>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.</li> <li>To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>To work with the SLT lead for Teaching and Learning in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>To monitor and support the overall progress and development of students within the department.</li> <li>To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>To contribute to PSHEE, citizenship and enterprise according to school policy.</li> <li>To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>



<b>Teaching</b>	<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a STPCD teacher.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<b>OTHER SPECIFIC DUTIES</b>	
<ul style="list-style-type: none"> <li>To continue personal development as agreed.</li> <li>To engage actively in the performance review process.</li> <li>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>Employees will be expected to comply with any reasonable request from a manager/leader to undertake work of a similar level that is not specified in this job description.</li> <li>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> </ul>	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- Employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This Job Description may be amended, at any time, following discussions between the Head Teacher and member of staff, and will be reviewed annually.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

## Person Specification: Head of English

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (to teach in the UK)</li> <li>• Good subject-related Honours Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further relevant qualifications or training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least three years of teaching</li> <li>• At least three years of GCSE teaching experience</li> <li>• Ability to teach English to A Level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering INSET/training</li> <li>• Experience of Examination Board marking</li> <li>• Experience of working with national support networks e.g. PiXL, SSAT</li> </ul>
<b>Knowledge, Understanding and Skills</b>	<ul style="list-style-type: none"> <li>• Proven track record of working with able students and achieving positive outcomes</li> <li>• Thorough knowledge and understanding of current educational issues including national policies, priorities and legislation</li> <li>• Thorough knowledge of course requirements for all Key Stages</li> <li>• An understanding of the role of assessment and student tracking systems in raising standards</li> </ul>	<ul style="list-style-type: none"> <li>• The use of assessment data to drive up standards</li> </ul>
<b>Classroom Management</b>	<ul style="list-style-type: none"> <li>• Evidence of very good student management and discipline</li> <li>• Commitment to raising standards</li> <li>• Good organisational and planning skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of monitoring and leading department and/or whole school improvement</li> <li>• Evidence of leading a whole school event</li> <li>• Evidence of collaboration with other schools</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Relentless positivity</li> <li>• Being able to think and work independently</li> <li>• Ability to motivate students and staff</li> <li>• Commitment to further professional development</li> <li>• Able to work under pressure and meet deadlines</li> <li>• Willingness to try new ideas and assess their effectiveness</li> <li>• Willingness to contribute to the provision of extra-curricular activities</li> <li>• High standard of professional self-presentation in dress, appearance, administration and behaviour</li> </ul>	



## How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk). The form can be downloaded from the 'Staff Vacancies' section of the website at [www.dhsg.co.uk](http://www.dhsg.co.uk). Please note that CVs are not accepted.

Applications for this vacancy must be received by **9.00am on Monday 20<sup>th</sup> February 2023**.

Interviews: **Tuesday 28<sup>th</sup> February 2023**

If you would like to visit the school or have an informal, confidential discussion about the role with the Head Teacher, please contact:

Mrs P Hockedy  
Personnel Assistant  
Devonport High School for Girls  
Lyndhurst Road  
Peeverell  
Plymouth  
Devon  
PL2 3DL

T: 01752 705024

E: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England.  
Company No: 7556657