



# OATHALL COMMUNITY COLLEGE

Role: Head of English Faculty

# APPLICATION PACK

“Oathall is committed to promoting respect, aspiration, achievement and enjoyment in a supportive environment.”

# MESSAGE FROM THE HEADTEACHER



Dear Candidate

I am delighted that you are interested in our Head of English Faculty position at Oathall Community College. We want to recruit and retain the best people so that we can provide an exceptional experience for every child in our learning community.

Oathall is a genuinely comprehensive school at the heart of its community. High academic standards are coupled with a strong and supportive pastoral approach. The wellbeing of everyone in our school is highly and equally valued; of all the many positives recognised by Ofsted I am most proud that they described us as a “happy school community”.

Our students are vibrant, enthusiastic learners and actively engage with the extensive range of opportunities available to them.

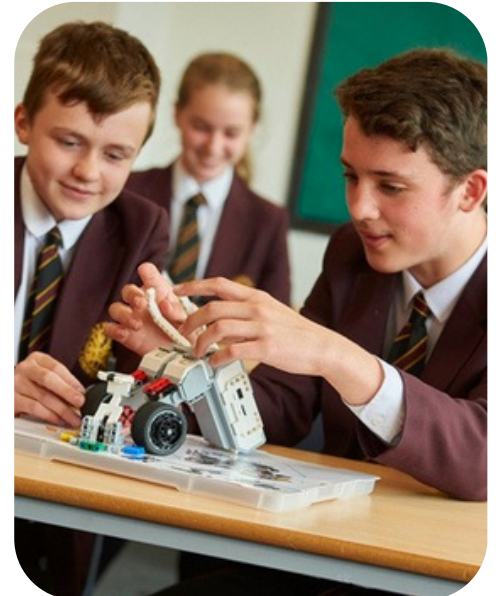
Professional development at Oathall is all about how we can get even better at what we do and is supported in many ways, not least by collaboration across our Federation of four secondary schools.

We are very proud of our students and how staff help them to achieve. Progress and attainment measures are routinely well above local and national averages. Students value their academic work and the quality of the teaching they receive, but also recognise that personal development is of equal importance. They have a strong sense of belonging to Oathall’s community and identify with our values. A warm and collaborative ethos means students are well known by teachers and supported by their peers.

I hope the information provided here and our website gives you an insight into Oathall, but I encourage you to visit so that you can experience this for yourself.

I look forward to welcoming you to Oathall.

Toby Houghton  
Headteacher



# OVERVIEW

## School statement

“Oathall is committed to promoting respect, aspiration, achievement and enjoyment in a supportive environment.”

## We do this by ensuring

- Personal challenge and achievement.
- Respect for others.
- Enjoyment of learning.
- Participating in our community.
- Aspiring to excellence.
- Respect for ourselves.
- Everyone’s college: Oathall.



Oathall is a mixed comprehensive community college with over 1300 students located in the heart of Mid-Sussex. We are situated on the boundaries of the town of Haywards Heath and the village of Lindfield. We work closely with the other schools in our Federation of secondary schools.

Learning is at the heart of all we do, and the college has clearly stated teaching and learning expectations for all members of the college. Our *‘Every Lesson, Every Day’* strategy sets out what we believe are the core features of exceptional lessons. Students study a broad curriculum for three years at Key Stage three and have a diverse choice of option subjects available to them for Key Stage four. They are well taught, work hard and achieve impressive results year on year. The most recent Ofsted inspection in September 2023 graded the school as continuing to be good and highlighted strengths in many areas. To build on this the school has thorough self-evaluation processes in place that form the basis of an ambitious College Development Plan. The comprehensive programme of continuing professional learning ensures that each member of the Oathall team can fulfil their entitlement to a bespoke package of training that is underpinned by the appraisal system.

The college has a full spectrum of accommodation catering for all subjects. Subjects that require specialist learning spaces and resources have access to them; be it the flood lit 3G artificial turf pitch in PE, the recently refurbished Science and Mathematics Block, the 3D printer in engineering, the Mac suite in music or the purpose-built dance studio in performing arts. All classrooms are fitted with networked PCs and digital screens.

Sets of Chromebooks are available for use in lessons so that students can take full advantage of our Google for Education provision. Classrooms across the college are well equipped and a rolling programme of building and maintenance development ensures that learning environments are kept up to date.

We are nationally and locally renowned for our outstanding school farm. We are delighted to have such a valuable and unusual educational facility. The farm enhances student learning and development in unique and creative ways and enables a range of courses and extra-curricular activities to take place that are distinctive to Oathall.



# SUBJECT OVERVIEW



## English

At Key Stage 3, students immerse themselves in a diverse range of texts, including short stories, poems, autobiographies, and plays by various authors. They are encouraged to read for pleasure, with all Year 7 and 8 lessons beginning with 'D.E.A.R time' (Drop Everything and Read). This initiative, coupled with Accelerated Reader software, helps monitor and support students' reading progress. In writing, students engage in narrative, descriptive, and transactional writing, exploring their thoughts and feelings through poetry. Speaking and listening are emphasized as essential modern skills, with opportunities for group discussions and feedback.

Homework focuses on vocabulary and core skills, while Google Classroom and Knowledge Organisers aid in resource distribution and staying updated. There are a range of reading and creative writing clubs on offer.

At Key Stage 4, students study both English Language and Literature to GCSE level using the AQA exam board. The 2024 results were exceptionally strong, significantly surpassing the national average at grades 4, 5, and 7+. Notably, the performance at grade 7+ was outstanding, accompanied by a positive Progress 8 (P8) score of 0.43.

The curriculum includes reading comprehension, original writing, and a spoken component, with regular revision lessons and exam practice. Students hone their skills in figurative language, narrative and descriptive writing, and explore a wide array of literature, including prose, Shakespeare, and poetry.

They also delve into transactional writing, non-fiction, and literature texts selected from the AQA exam board list, further developing their speaking and listening abilities to prepare for future academic and life challenges. The curriculum in English is engaging and provides students with cultural capital as was recognised in our recent OFSTED.

You would be joining the English Faculty, where leadership is extremely strong. Working alongside the Head of Faculty are two Deputy Heads of Faculty and an Enrichment Leader. Between them they take responsibility for the leadership of all aspects of the faculty's work and development.



## We have a proactive approach to support a healthy work life balance including

- Careful planning of meetings, events and activities over the year to minimise the times staff are expected to work after the end of the school day each week.
- Online parents' evening allowing staff to conduct appointments from home or in school.
- Early closing for open evening, at Christmas and the end of the summer term.
- A 3 day weekend in the autumn term facilitated by disaggregated INSET time. Teacher-directed time is notably & actively kept below statutory limits. We allow flexible discretionary leave to support family commitments and life events.
- Staff have full use of the school library alongside an extensive professional learning collection.
- Staff Voice is highly valued and concerns acted on.
- An appraisal system for all staff with realistic and meaningful objectives.



## We offer these great employee benefits

- Access for teachers to a range of health care and well being services from our teacher absence insurance providers such as 24/7 GP services, physiotherapy, counselling & mental health support.
- Confidential access to the WSCC employee assistance programme. Trained adult mental health first aiders.
- Free use of our school fitness gym, weekly staff yoga session.
- Lunch provided on INSET day.
- Support for return to work following absence including occupational health support for reasonable workplace adjustments.
- All staff are encouraged to participate in enrichment trips with opportunities to go on ski trips, oversea visits, trips to the theatre and museums for free.



## **JOB DESCRIPTION - Head of Faculty**

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### **Core purpose**

- The core purpose is to lead and manage the faculty to ensure high standards of teaching and learning, student achievement, and resource management.
- To contribute fully to strategic discussions within the Heads of Faculty group.
- Carry out the professional duties of a school teacher in line with the Teachers' Pay and Conditions Document, and the Conditions of Service for School Teachers in England and Wales.
- Facilitate a learning experience that allows students to achieve their individual potential.
- Monitor and support the progress and development of students as both a teacher and form tutor.
- Promote and safeguard the welfare of all students.

### **The Head of Faculty is accountable for:**

- Ensuring high attainment and progress for all students across Key Stages 3-4.
- Regularly analysing data and implementing effective interventions to help underachieving students reach their full potential.
- Managing examinations and assessments in the faculty area.
- Maintaining high standards and quality assurance in teaching and learning throughout the faculty.
- Devising an annual Faculty Development Plan based upon thorough self evaluation to promote exceptional outcomes.
- Ensuring that best practices are implemented in every lesson, and that students receive regular, detailed feedback.
- Ensuring the effective and appropriate use of resources, to manage a budget for your area of responsibility.
- Addressing any instances of underachievement promptly.
- Upholding high professional standards among colleagues.
- Supporting staff to uphold appropriate behaviour from students, in line with whole school policy.
- Contributing to Oathall's development and maintaining a high-quality learning environment.
- Helping to maintain a calm and purposeful atmosphere throughout the school, especially within the faculty.

- Addressing concerns with the line manager as needed.
- Leading faculty staff with motivation and enthusiasm, setting an example in new school initiatives.
- Attending all relevant meetings as required by the school.
- Regularly meeting with TLR Postholders to monitor, evaluate, and discuss developmental areas.
- Regularly celebrating and communicating the successes of staff, subjects, and students to all stakeholders.
- To lead the appraisal of staff in their faculty area and support with professional development.

### **Teaching and assessment**

- Plan, prepare and teach lessons according to students' educational needs, making adaptations as appropriate.
- Mark work and provide feedback that promotes progress.
- Assess, record, and report on student attendance, progress, development, and attainment in line with school procedures.
- Ensure ICT, literacy, and numeracy skills are integrated into the teaching and learning experience.
- Adhere to teaching strategies, schemes of work and approaches set out at Oathall.
- Undertake student assessments as required by examination bodies and school procedures.
- Maintain discipline in accordance with school procedures, promoting punctuality, positive behaviour, and homework standards.

### **Pastoral support**

- Serve as a form tutor under the leadership of the Head of Year or contribute to pastoral support in another way as directed by the Headteacher.
- Complete the attendance register in line with school policy.
- Promote and monitor the progress, personal development and well-being of students within the tutor group.
- Deliver the aspects of PSHE education assigned to the tutor programme.





### **Operational and strategic planning**

- Assist in the development of syllabuses, resources, schemes of work, policies, and teaching strategies within the faculty and pastoral team.
- Contribute to and adhere to the Faculty Development Plan.
- Participate in whole school planning and activities.

### **Professional development and performance**

- Participate in staff development programmes and professional development opportunities.
- Engage actively in the appraisal process and with quality assurance procedures.
- Strive to excel in all aspects of the Teachers' Standards.

### **Communications**

- Communicate effectively and respectfully with parents, colleagues, and other stakeholders.
- Use opportunities such as parents' evenings and open evening to promote the school.
- Follow school communication policies and protocols.

### **Other duties**

- Participate fully in school life, supporting its mission, values and ethos.
- Comply with health and safety policy and risk assessments.
- Undertake duties at breaks, before and after school as identified within directed time.
- Collaborate with our Federation of schools as appropriate.

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 the Headteacher to undertake work of a similar level that is not specified in this job description.

The Headteacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the school, national agenda and statutory legislation, after consultation with the post holder.



## PERSON SPECIFICATION

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### Qualifications

- Qualified Teacher Status (QTS) or working towards.
- Degree in a relevant subject.
- Evidence of continuous professional development in education.

### Experience

- Experience of at least 3 years in a successful team.
- Experience of teaching at Key Stage 3 and 4.
- Experience in developing and delivering engaging lessons that result in excellent outcomes for students.
- Experience in using a variety of teaching and adaptive learning strategies.
- Experience of being a form tutor or supporting a tutor group.

### Skills and Abilities

- Strong subject knowledge.
- Potential ability to lead and manage a team effectively, fostering a collaborative and supportive environment.
- Ability to inspire and motivate students of all abilities.
- Ability to establish and maintain positive student behaviour.
- Excellent communication and interpersonal skills.
- Strong organisational and time management skills.
- Ability to use assessment, feedback and data to improve student outcomes.
- Ability to provide pastoral support and guidance to students as a form tutor.

### Personal Attributes

- Passionate about education and student learning.
- Committed to safeguarding and promoting the welfare of students.
- Resilient, adaptable, and willing to learn.
- Collaborative and able to work as part of a team.

### General

- Experience in using technology to enhance learning.
- Knowledge of current educational developments.
- Experience in extracurricular activities.
- Ability to teach an additional subject.



# HOW TO APPLY

Applications should be completed using the teacher application form along with our recruitment monitoring form (both available on our website) and supporting statement (no more than two sides of A4).

Your supporting statement should demonstrate how you would fulfil the job description and the degree to which you meet the person specification.

Please email the documents to [jobs@oathall.org](mailto:jobs@oathall.org) or post to Mrs Sara Atkin no later than the advert deadline.

You may also apply via the TES website.

Suitable candidates may be invited to interview prior to the closing date, and we reserve the right to close the vacancy early should sufficient applications be received.

## **Safeguarding Statement**

Oathall Community College and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All staff working at Oathall will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

