



# Henlow Church of England Academy Application Pack

## Head of English



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## Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of Head of English at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity as our new Head of Department to start at the beginning September 2021.

We have just over 710 pupils on roll across Years 5 to 8 and enjoy strong links with our feeder lower schools of All Saints, Derwent, Langford, Meppershall and Raynsford. Each year pupils also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 38 teachers and 49 support staff. The Senior Management Team is substantively the Headteacher, two Deputy Headteachers, two Assistant Headteachers, the SENDCo, the School Business Manager and a School Leader in Education.

The school's commitment to learning extends to staff as well as pupils: there is a well-developed structure for NQTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The school is going through an exciting period of change as we are in the process from a middle school, Years 5—8, to a secondary school Years 7—11. This is an area wide initiative and for an interim period of time we will become an extended secondary school accepting pupils in Year 5 and retaining them until the end of their GCSE's in Year 11. In September 2021 we will be accepting our first Year 9 pupils and will take them to GCSE in the following years. To support this there will be new buildings and a refurbishment of our existing accommodation to allow us to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website [www.henlowacademy.co.uk](http://www.henlowacademy.co.uk) or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: [jmarshall@henlowacademy.org.uk](mailto:jmarshall@henlowacademy.org.uk)

The closing date for applications is **Monday 12<sup>th</sup> April** with interviews taking place the week beginning 19<sup>th</sup> April.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



*The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

## About Henlow Church of England Academy

### Academic Results — 2019

We are extremely proud of our exam results at Key Stage 2 and the progress our pupils make during their journey at Henlow Academy, with reading, writing and maths all being above the national average standard.

	% achieved expected standard		
	Henlow (provisional)	National	Local Authority (provisional)
Reading	79%	73%	71%
Writing	86%	78%	77%
Maths	85%	79%	77%
GPS (Grammar, Spelling & Punctuation)	79%	78%	N/A
Combined (Reading, Writing & Maths)	71%	65%	61%

### Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.  
'(they) have the knowledge and skills needed to teach a range of subjects'.***

**Ofsted September 2019**

### SIAMS

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

***'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'***

**SIAMS July 2017**

## **Curriculum**

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that pupils encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

### **Key Stage 3**

#### **YEAR 7 - 9**

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in KS4. In addition, pupils are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 pupils are taught options lessons in mixed year group classes which adds to our community feel.

### **Key Stage 4**

#### **YEAR 10 - 11**

In preparation for Henlow's conversion to an extended secondary we have constructed a draft curriculum. Key Stage 4 combines compulsory study with a wide range of options to allow pupils to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all pupils to continue to benefit from the study of religious education and a modern foreign language - forming part of the compulsory offer. In addition, pupils will benefit from a range of subjects they can select from.

***'The school's curriculum contributes strongly to pupils' wider personal development.'***

**Ofsted September 2019**



## **Our Mission Statement, Vision, Aims and Objectives**

### **Mission Statement**

"Inspiring Learning".

### **Our Vision**

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

### **Aims & Objectives**

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



***'A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of pupils.'***

**SIAMS Inspection June 2017**

**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**

## Job Description

**Post:** Head of Department – English

**Salary/Grade Range:** (TLR2B)

**Reporting to:** Deputy Headteacher – Curriculum Design & Pupil Progress

**Responsible for:** The quality of teaching, learning and pupil progress in English.

**Liaising with:** The Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

### Purpose of Role:

- To support the Academy's drive to further improve standards of pupil attainment and achievement through to the end of KS4.
- To ensure that pupil progress data is used effectively to raise standards.
- To promote excellence within your subject in order to encourage and support students in making progress that is in line with, or above expectations.
- To promote and support teaching and learning that inspires to the highest standards through quality leadership, challenge and support.
- To lead, manage, deploy and monitor staff team members.
- To effectively manage the financial and physical resources for your subject.
- To ensure that every pupil benefits from the full breadth of your subject.
- Promote and further expand your subject and enhance uptake at KS4

### Staffing:

- To promote teamwork and to motivate staff to ensure effective working relationships.
- To work within the allocated CPD funds and Professional Review processes to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To organise and participate in regular observations of all teachers using the Academy lesson observation feedback forms.
- To undertake Performance Management Reviews and to act as a team leader in the Performance Management Review process with designated staff.
- To participate in the interview process for posts when required.
- To ensure new staff and staff new to post are inducted in line with the Academy procedures, providing feedback on progress as appropriate.
- To participate in the Academy's ITT activity and NQT programme as appropriate.



### **Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a Head of Department.

### **Specific Duties:**

- To be responsible for pupil progress and achievement in KS2, KS3 & KS4, liaising with the department and the SLT as appropriate.
- To lead the development of both curriculum and pedagogy through monitoring, evaluating and supporting learning in lessons, exemplifying good practice in your classrooms and being open to others observing this.
- To play an active role in developing effective PR across the department and help facilitate appropriate CPD.
- To liaise with the department staff to maintain up-to-date databases on pupil progress and monitor identified sub-groups in the subject, department and key stages.
- Using pupil progress data, to intervene and take appropriate action in order to secure the highest standards of achievement.
- To encourage the highest standards of effort and achievement among pupils through the use of the Henlow Academy praise and celebrating success systems.
- To have an overview of the attendance and assessment data for all target groups (PP, FSM, CLA, SEND, Gender, EM, and High Attainers) at Henlow Church of England Academy liaising with the SENDCO, Heads of Year and other relevant staff as appropriate regarding data, intervention and challenge for these pupils.
- To keep abreast of new developments in the curriculum and attend regular meetings representing Henlow within the Diocese of St Albans.
- To liaise and work with the timetable team to ensure the correct allocation and organisation of classes, staffing and rooming.
- To work with lower and upper school liaison co-ordinators and other subject leaders to ensure smooth transition and pupil progress across the whole school journey.
- To work with the department staff to create the Department Improvement Plan (DIP) and Self Evaluation Form (SEF). The DIP will need to be monitored and amended throughout the academic year.
- To contribute to the whole school development and improvement plan.
- To monitor the standard of teaching and learning by completing regular lesson observations, learning walks and work scrutiny.

- To be prepared to challenge underperformance of staff through regular monitoring and support that may lead to Capability or Disciplinary procedures.
- Co-ordinate planning, delivery and assessment across the subject area.
- To plan spending of the departmental budget, and monitor consumables (across the department) and place orders, working with relevant subject and support staff and the SLT.
- To chair and organise department meetings and ensure that they are focused on teaching and learning, ensuring that all staff attend department meetings and briefings, minutes are kept and copies e-mailed out.
- To attend Head of Department meetings, communicating the outcomes to your department members.
- To monitor and maintain shared resources, ensuring that department members follow shared resource systems and communicate with IT Services and ICT provision.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of Henlow Church of England Academy at all times.
- To line manage members of the DT department.
- To undertake any other reasonable duties related to the scope and grading of the role.

**Note:**

- Whilst every effort has been made to explain the 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 Henlow SLT and Governors to undertake work of a similar level that is not specified in this job description.

## Person Specification

Key Criteria	Essential	Desirable	Identified By
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Degree</li> <li>Teaching Qualification</li> <li>Evidence of Continual Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate qualification</li> </ul>	Application Form and Verification
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Evidence of at least "Good" teaching at KS 2, 3 or 4 in relevant subject</li> <li>Understanding and application of strategies to raise standards across the ability range through effective teaching and learning</li> <li>Sensitivity to the learning needs of all pupils</li> <li>Demonstrate understanding of using comparative data, together with information about pupils' prior attainment to establish benchmarks and set targets for improvement</li> <li>Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across Key Stages 2, 3 or 4</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of "Outstanding" teaching at KS 2, 3 or 4 in relevant subject</li> <li>Experience as a TLR holder</li> <li>An understanding of how to monitor the performance of a school, using data, monitoring pupils' work and observing teaching</li> <li>Good knowledge of all Key Stages</li> </ul>	Application Form  References
<b>Professional Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>The ability to maintain a current knowledge of your subject area, behaviour management philosophies and teaching and learning developments including local and national developments and initiatives</li> <li>The ability to inspire, enthuse and motivate pupils</li> <li>Good classroom management to encourage positive behaviour</li> <li>Ability to prioritise, plan, lead and organise the work of this curriculum subject</li> <li>Monitor, evaluate and review your lesson planning and the progress of your pupils</li> <li>Demonstrate application of information and communication technology to the development of learning and teaching in the subject</li> <li>Demonstrate creative problem solving and good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading within your area of expertise at local level</li> <li>Evidence of the innovative use of ICT in your subject area</li> <li>Experience of working with a variety stakeholders and outside agencies to support the attendance, behaviour, attainment and achievement of pupils</li> <li>Experience of having worked with parents to challenge and support their children</li> <li>Experience of raising pupils' and staff aspirations and performance</li> <li>Experience of improving a school's results to achieve outstanding levels of pupil performance</li> </ul>	Application Form  References  Selection Process  Interview

Key Criteria	Essential	Desirable	Identified By
<b>Professional Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively or on own initiative</li> <li>• Time management skills and a capacity for hard work and an ability to prioritise effectively with good administrative skills</li> <li>• The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities</li> <li>• Express your own ideas and opinions</li> <li>• Have high expectations of pupil attendance, performance and behaviour</li> <li>• Manage behaviour effectively and support other in doing so</li> <li>• Maintain a caring and supportive class, department, year and school environment</li> <li>• Recognise the role that parents, carers and families play in helping children succeed and thrive</li> <li>• Use data effectively to compare pupil performance (for example but not exclusively pupil tracking and value-added measures)</li> </ul>		
<b>Personal Qualities and Philosophy</b>	<ul style="list-style-type: none"> <li>• Flexibility and ability to prioritise</li> <li>• Self-motivation and self-reliance</li> <li>• Commitment to the post, your subject, your own professional development and the Henlow Church of England Academy ethos and ideals</li> <li>• Commitment to excellence in learning and teaching and experience of sharing good practice</li> <li>• Commitment to working effectively with parents/carers, external partners and other agencies and schools to support the learning of children to define and realise the school's vision</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for teaching and commitment to enrichment activities</li> <li>• Experience of having developed and led a successful team</li> <li>• Commitment to the professional development of staff</li> <li>• Experience of having worked successfully with parents/carers and/or agencies to improve pupil outcomes in your subject</li> <li>• Experience of having led a change initiative</li> <li>• Experience of having solved a problem within your subject area or with a pupil issue</li> </ul>	Application References Interview

Key Criteria	Essential	Desirable	Identified By
<b>Personal Qualities and Philosophy</b>	<ul style="list-style-type: none"> <li>• Commitment to our local community and improving the life chances of the pupils in our community</li> <li>• Ability to work cooperatively as a positive team member and leader</li> <li>• Willingness to embrace change and new ideas in an evolving team</li> <li>• Ability to find innovative solutions to problems/issues</li> <li>• Commitment to inclusion</li> </ul>		
<b>Other factors, skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• A well-presented letter</li> <li>• Excellent communication skills</li> <li>• A commitment to the philosophy and aims of Henlow Church of England Academy</li> <li>• Full DBS clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in the full life of the school</li> <li>• A positive, "can-do" approach with colleagues and pupils</li> </ul>	Application Interview  DBS check