



Ermysted's Grammar School

Founded circa 1492



Head of English (Languages Faculty)

September 2021

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Dear Candidate,

Head of English (Languages Faculty) (Full time, September 2021)

Thank you for your interest in the above position. I hope you will find the enclosed information helpful and that you will be encouraged to apply.

Ermysted's Grammar School is an outstanding, heavily oversubscribed voluntary aided grammar school for boys. The school has a long and proud tradition of academic success and each year our senior pupils leave for the most-competitive courses. Many of our most-recent leavers are now studying at Russell Group universities or medical schools, including the universities of Oxford and Cambridge. Regardless of their destination, however, we are proud of the achievements of all our pupils and of the role the School has played in shaping their character and wider abilities.

We are seeking to appoint an innovative and enthusiastic practitioner who has the passion and ability to promote high standards of teaching and learning within English and across the Languages faculty (English, German, French, and Latin). A willingness to support extra-curricular provision at the school would be an advantage.

This pack includes the job description and person specification, as well as information about the School and the Faculty. Further information can be found on our school website (www.ermysteds.co.uk).

The closing date for receipt of applications is **12:00 pm (noon) on Monday, 19 April 2021** with interviews for short-listed candidates to be held shortly thereafter. Instructions on how to apply can be found at the end of this document.

I hope that this document gives you a flavour of the role and what the school has to offer, but please feel free to contact me directly if you wish to discuss the opportunity further. Thank you for your interest and good luck if you choose to apply.

Michael Evans
Headmaster





The School

Ermysted's Grammar School is a voluntary aided, selective boys' school for pupils aged between 11 and 18. The school prides itself on getting the very best out of its pupils and Ermysted's is regularly ranked among the best schools nationally; however, an Ermysted's education goes far beyond the classroom and the School seeks to develop a much wider range of skills and attributes in its pupils.

Location

The market town of Skipton serves a large surrounding area, including the Yorkshire Dales National Park immediately to its north. A wide range of reasonably priced housing is available locally and the town is well served by its regular market and wide range of independent shops. Skipton, with its cobbled streets and 900-year-old castle, is a historic and enjoyable place to live. Harrogate, Leeds, and Manchester are easily accessible and other popular attractions such as the Lake District and the North York Moors are relatively close by. No wonder then that Skipton was recently identified as one of the happiest and safest places to live in the UK.

History

The School can trace its origins to the fifteenth century. Originally founded as a chantry school some time before 1492, it was re-founded in 1548 after the reformation by William Ermysted. The School moved to its present location in 1876 and now occupies a green and wooded site about half a mile from the town centre. The original stone buildings have been added to over the years to provide modern facilities with comfortable and effective accommodation for teaching and learning.

Ermysted's enjoys an excellent reputation locally and competition for places is strong. Selection procedures assess a candidate's aptitude in English and mathematics and their ability in verbal and non-verbal reasoning. The standard is set by the performance of the 140th candidate in rank order and there are 120 places available. Ermysted's prides itself on providing a disciplined, caring environment in which each pupil can develop his talents to the maximum. Competitive and non-competitive sport, music, debating, and drama are just a few of the many fields in which pupils are encouraged to participate.

Ethos and values

Ermysted's Grammar School seeks to provide an inspiring and enjoyable educational environment in which every pupil has the confidence, motivation, and opportunity to fulfil their potential. We have the highest expectations of each pupil's learning, respect for self and others, sense of community, appearance, behaviour, and discipline.

Our aims are for every pupil to:

- achieve their full academic potential by participating in a rich, stimulating, and challenging curriculum;
- be able to contribute to society as active, compassionate, and responsible citizens; and
- flourish culturally, intellectually, morally, physically, and emotionally through participation in a wide range of opportunities.



Academic record

Attainment *and* achievement are very high and consistently so; the most-recent value-added data places the school in the top 15% nationally (please see the school website for details).

Nearly all our Year 11 pupils continue into further education, with the clear majority remaining at Ermysted's to study for A-Levels. In addition, each year several pupils join the Sixth Form from other local schools.

The School enjoys a strong reputation for supporting all pupils through their academic journey and seeks to bring out the very best in them all. Most of our pupils go on to gain places at the best universities, including Oxford and Cambridge (please see the school website for details).

School routine

The school week is based upon 50 one-hour lessons over two weeks. The school day for pupils starts at 8:45 am and finishes at 3:35 pm. There is a formal half-school assembly on Tuesday, Wednesday, and Thursday with year assemblies on the remaining days.

The Curriculum

Ermysted's offers its pupils an exciting and engaging curriculum across a broad range of subjects at GCSE and A-Level.

In Years 7 and 8, the curriculum provides opportunities beyond the requirements of the National Curriculum: all pupils study separate sciences and all begin French, German, and Latin on entry.

The school operates a three-year KS4, with pupils required to take a Language and a Humanities option. The standard offer is ten GCSEs, though a good number of pupils take an additional GCSE in Further Mathematics.

The core offer includes mathematics, English language, English literature, the three separate sciences, and four optional subjects are chosen from Art and Design, Food and Nutrition, French, Geography, German, History, Latin, Music, Physical Education, Religious Studies, Computing and Design Technology.

In addition to these subjects, several non-examined courses are offered to KS4 pupils including statutory RE, careers, PSHE, physical education and a weekly enrichment programme that includes non-GCSE courses in art, music, ecology, computing, parliamentary democracy, classics, economics, and much more.

Most Sixth Form pupils choose to study three A-Level subjects (from a choice of twenty-two) with some opting to take four. The Sixth Form curriculum is supplemented by a lecture programme and other enrichment opportunities including volunteering, physical education and the EPQ.

Pastoral

The School places considerable emphasis on the care of its pupils. There is a well-established and effective pastoral care structure with most staff expected to be form tutors. General academic progress and all matters of pastoral care are, in the first instance, the concern of the form tutor who consults with the Head of School, Assistant Headteacher, or Headmaster, as necessary.



Form groups are arranged into the four houses in Years 7 to 9 with no reference to academic ability, as is the case elsewhere in the school except for mathematics in Years 8 to 11, where pupils are set according to ability. Form groups in Year 10 and above are smaller, with the pupils in different groups to those in the Lower School.

The Co-curriculum

Physical Education and team games occupy a high profile within the School and Ermysted's has a proud tradition of success in many sports. The main sports are rugby, cross country, and cricket, though as pupils move up through the year groups, the sporting opportunities broaden.

A good range of sporting and cultural activities is available to our pupils beyond the school day and many members of staff volunteer their time and expertise to foster the co-curricular life of the school. Assistance and expertise in these areas from new members of staff is always most welcome.

The Staff

The School has a very friendly, collegial, and sociable staff, with colleagues from a variety of backgrounds, some joining the school straight from university, others after time in industry or after having taught at other establishments. What staff members have in common is enthusiasm for teaching and learning, and a genuine commitment to the School's values and ethos.

Staff well-being is an important consideration at the School. All teaching staff enjoy at least 7 hours of non-contact time per fortnight and administrative and data entry tasks are kept to a minimum. It is a long-standing policy at the School that email is restricted to working hours to ensure staff maintain an appropriate work-life balance. All members of staff are automatically enrolled in the Teachers' or Local Government pension schemes.

The Foundation

The initial Foundation for the School has been maintained through the centuries and is now managed as a registered charity by the Foundation Trustees. The Foundation own the grounds and school buildings and support the School's activities financially through donations from pupils' families.

The Old Boys' Society

The Ermysted's Old Boys' Society is an extremely active group, bringing together alumni from the school's long history. The Old Boys take a keen interest in the progress of the school and contribute financially through fundraising to support the school's development. A calendar of events can be found on www.ermystedsoldboys.co.uk

The Parents' Association

The relationship between the school and its parent body is excellent. The Parents' Association exists to support the school in its many different functions, and it organises a full and varied programme of activities throughout the year.

Further information

Further information can be found on www.ermysteds.co.uk

The Languages Faculty

The Languages Faculty comprises four subject areas: English, German, French, and Latin.

Pupils take all three foreign languages in the lower school and opt to follow at least one language at GCSE. All three languages are offered at A Level. German and French use the AQA syllabus for both the GCSE and A-level courses, and Latin uses WJEC Eduqas at GCSE and OCR Latin or Classical Civilisation at A-level.

All pupils take GCSE English Language and GCSE English Literature, AQA syllabus, which are taught as discrete subjects from the start of the courses. Both subjects are offered at A Level, following the OCR syllabus.

From September 2021, the faculty will consist of eleven specialists, one of whom is part-time. In ordinary times, all teachers have their own classrooms, which are well equipped with projectors. Every member of staff has their own laptop. Contact time is generous and pupils profit from the specialist skills of committed practitioners. As the average point score on entry of our pupils is significantly above the national average, teaching in mixed ability groups across the key stages in English has proved to be successful.

The faculty's commitment to encouraging independent reading is supported by a thriving, popular and well-stocked school library, which in normal times is used for fortnightly KS3 English lessons, as well as during lunch times. Pupils are actively encouraged to participate in reading competitions such as the popular Carnegie shadowing book awards; the Kids' Lit Quiz, in which recently our School team reached the London finals; the Book Buzz reading project and a range of World Book Day activities.

The faculty also contributes to the enrichment of the curriculum through taught modules in Years 9, 10 and 11, including Italian; Drama; an Introduction to English as a Spoken Language; and An Introduction to Classics. In normal times, the faculty runs a Baudonniée Chateau immersion trip and a German exchange with Simbach in Bavaria.

The planned retirement of the existing faculty leader creates an exciting opportunity to lead this team of committed and experienced staff within which there are two existing Assistant Heads of faculty posts, held respectively in English and MFL. In addition, two staff hold school pastoral lead roles and one is a member of the Senior Leadership team. Some staff also have had the valuable experience of marking for exam boards.

This is a large faculty, which provides exciting opportunities for staff who wish to either begin, consolidate, or progress their career opportunities. We would be pleased to welcome an individual with the desire and ability to lead and develop this already highly effective faculty.

Pippa Davies

For further information, please email pdavies@ermysteds.n-yorks.sch.uk



The Role

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade.

Position	Head of Faculty
Salary	Main or Upper Pay Scale plus TLR 1c (currently, £ 11 256)
Tenure	Established
Time	Full-time
Responsible to	Member of the Senior Leadership Team

Principle Responsibilities

- Contribute to the strategic development of the school through active participation in whole school initiatives and through the support and implementation of school policy
- Evaluate performance within the faculty to identify and then action the priorities that will lead to continuous improvement and the raising of standards
- Provide high quality leadership and management to all staff within the faculty
- Establish a culture that promotes excellence and ensures high expectations for all pupils
- Ensure challenging performance targets are set in each subject area
- Be accountable for progress across the faculty and coordinate pupil tracking and intervention strategies
- Ensure that high standards of performance are developed in all faculty staff
- Coordinate, support and encourage the continuing professional development of colleagues
- Provide leadership and guidance on curricular and administrative matters within each subject

Strategic Planning

- Determine faculty development priorities based on accurate and effective self-evaluation
- Collaborate with colleagues to identify and address areas where progress is below expectation
- Work alongside colleagues and external agencies towards whole school development objectives
- Devise and implement strategies for the effective administration of the faculty
- Mentor colleagues to develop additional leadership and management capacity within the faculty

Teaching and Pedagogy

- Lead in the development of appropriate resources and schemes of learning in order to provide appropriate challenge for the needs and aspirations of all pupils
- Ensure marking, assessment and feedback are of consistently high quality across the faculty
- Engage in opportunities for training, development and innovation in teaching and learning

Performance Management

- Line manage other post holders and staff within the faculty as required
- Ensure appraisal procedures are completed to schedule and in line with agreed policy

Curriculum Planning

- Liaise with the SLT to ensure the delivery of an appropriate high quality and cost-effective curriculum
- Lead on curricular planning in the faculty, including specification selection and deployment of staff
- Ensure compliance with statutory requirements of the curriculum
- Ensure effective deployment of curricular resources including teaching and support staff
- Coordinate cross-curricular initiatives across the faculty such as literacy, numeracy and SMSC
- Encourage faculty enrichment programmes and ensure that teaching meets the needs of all pupils
- Ensure health and safety policies and child protection practices are followed
- Ensure risk assessments are in line with school/LA requirements

Behaviour for Learning

- Promote the development of Behaviour for Learning
- Oversee behaviour management with the faculty
- Celebrate success and the achievements of staff and pupils
- Work with faculty staff and Pastoral Heads in the regular monitoring of pupil progress and managing intervention where necessary
- Monitor pupil attendance and punctuality, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary
- Ensure the school's safeguarding procedures are adhered to

Quality Assurance of Teaching and Learning (QATL)

- Monitor, evaluate and review teaching and learning across the faculty
- Coordinate QATL activities within the faculty and participate in whole school reviews as necessary
- Ensure pupil progress data is analysed each term and intervention coordinated as required
- Analyse and interpret examination performance data as required
- Ensure assessment, recording and reporting procedures are completed on time and in line with agreed protocols

Working with Governors

- To collaborate with the school's Governing Body, including working with Link Governors

Financial Management

- Ensure the faculty and subject areas within the faculty operate within their budgets
- Ensure spending is in line with learning priorities and principles of best value
- Contribute to forward financial planning as required

Communications and Administration

- Play an active role in HoF meetings and disseminate relevant information as required
- Liaise with stakeholders in all matters concerning pupil learning, progress, and behaviour across each key stage
- Promote good communication within the faculty
- Organise and lead faculty meetings in line with the school's requirements
- Communicate with parents, exam boards, partner schools and outside agencies as appropriate
- With other faculty colleagues organise Open Evenings and Options events, including the updating of faculty/subject documentation when necessary
- Ensure public exam entries are correct and information is supplied in a timely fashion
- Oversee the care of the fabric and furnishings of the faculty, including displays within each subject area

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headmaster.

The Person

The following are essential or desirable characteristics associated with the post of the Head of Faculty at Ermysted's Grammar School. Evidence will be drawn from the application form and lesson observation or explored at interview.

	Essential	Desirable
Qualifications		
Good honours degree in the specified subject or in a closely-related area	✓	
UK Qualified Teacher Status	✓	
Evidence of further relevant qualifications or training		✓
Evidence of recent professional development		✓
Experience		
Evidence of successful teaching at KS3, KS4 and KS5 in the specified subject	✓	
Previous management experience within an educational setting	✓	
Experience of line management and performance review	✓	
Knowledge of self-evaluation and development planning	✓	
Experience of leading, managing and implementing changes to the curriculum		✓
Experience in more than one school		✓
Knowledge		
Up to date knowledge of the curriculum and current trends or developments	✓	
Understanding of the statutory requirements relating to each subject area (if any)	✓	
Familiarity with the requirements of public examinations in each subject area	✓	
Skills		
An excellent classroom practitioner with a proven record of securing good progress	✓	
Ability to differentiate teaching to meet the needs of all students	✓	
Excellent leadership and management skills with the ability to think strategically	✓	
Ability to gather, analyse and interpret data for effective target-setting	✓	
Proven communication, organisational and interpersonal skills	✓	
Ability to converse fluently in English	✓	
An ability to lead and influence others	✓	
An ability to build positive working relationships with colleagues	✓	
Ability to use and promote the effective use of ICT	✓	
An ability to work effectively as part of a team and to work independently	✓	
Other		
Enthusiasm for learning and a passion for teaching	✓	
High expectations of students and their behaviour	✓	
Ability to work hard, prioritise deadlines appropriately and maintain good humour	✓	
A willingness to develop the professional skills and knowledge of yourself and others	✓	
A recognition of the importance of personal responsibility for Health and Safety	✓	
A demonstrable commitment to equal opportunities	✓	
Commitment to safeguarding and promoting the welfare of students	✓	
A commitment to the School ethos and selective education in general	✓	
Ability and willingness to contribute to the wider life of the School	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar 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 candidate will be expected to undergo enhanced DBS clearance.

How to apply

Please read these notes before completing the application form.

1. Only applications submitted on the School's application form (click [here](#)) will be considered.
2. We would prefer you to fill in your application electronically and submit by email. (You will be asked to sign a hard-copy if appointed.)
3. Complete the application form **as fully as possible**. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel; therefore, clarity is essential.
4. Please give the full name and title of both of your referees and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted directly by the school if you are short-listed. It is our practice to take up references before interview, whenever possible.
5. Please submit your completed application form by **12:00 pm** (noon) on the closing date to recruitment@ermysteds.n-yorks.sch.uk.
6. If short-listed, you will receive either a phone call and/or email inviting you to attend for interview in person at the School. It is important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you. If you require any assistance in attending for interview, please let us know in good time so that we may make appropriate arrangements.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

7. We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the equal opportunities monitoring page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

Pre-employment checks

Please note that any offer of employment will be conditional on the pre-employment checks being completed successfully.

The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of whom must be your current Headteacher or employer. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Undertake an enhanced DBS check and receive appropriate clearance. Please note that an enhanced check will include details of all convictions on record, whether spent or unspent under the Rehabilitation of Offenders Act 1974 (ROA).
- Complete a medical questionnaire and, if deemed necessary, undergo an assessment of their fitness to complete the duties as described in the job description.



Circa 1492

Ermysted's Grammar School