



## Head of English



## Candidate Information Pack



*"Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school"*

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## Welcome from the Chief Executive Officer

Thank you for your interest in the position of Head of English at Linton Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and nine primary schools, the latest to join our community being the new Marleigh Primary Academy which opened in September 2022. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We also firmly believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact [humanresources@lintonvc.org](mailto:humanresources@lintonvc.org).

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin  
Chief Executive Officer



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## Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 16 schools across three counties, with a 17<sup>th</sup> school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

### Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work

Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.



#### Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



#### Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



#### Empowerment

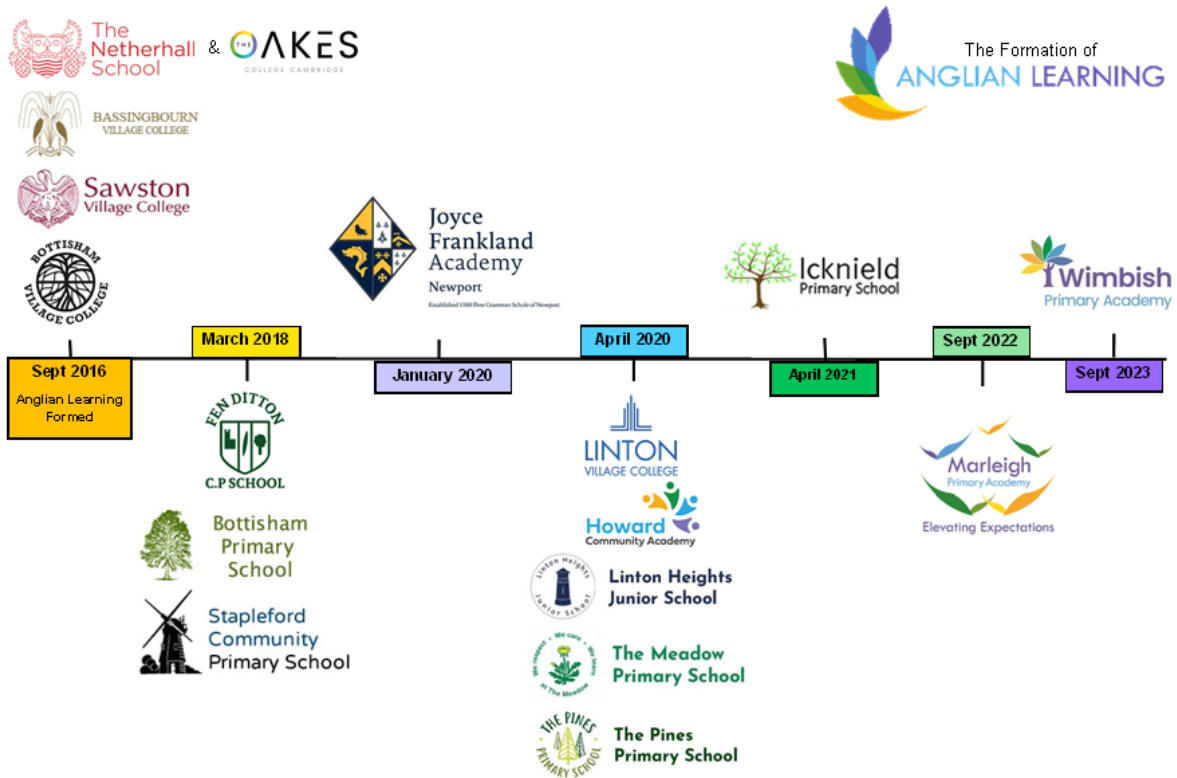
We enable our academies, staff and learners to embrace new ideas and think creatively



#### Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

**It is an exciting time to join our growing Trust.**



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

## **Linton Village College**

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff and helps you to appreciate what makes Linton Village College a special place to work and learn.

### **College ethos**

We are a relatively small 11-16 comprehensive secondary academy with around 835 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the third of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community users.

### **Location and facilities**

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

### **School culture**

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. The four Linton Learner attributes are the qualities that we recognise, develop and promote in our students: independence, responsibility, curiosity and care. We have a strong safeguarding culture at the College.

### **Student profile**

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. The proportion of students eligible for the Pupil Premium is lower than the national average (around 15%). We have relatively few EAL students.

### **Pastoral care**

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the five Heads of Year and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team. This team works in partnership with the SEND team in our Henry Morris Centre.

### **Enriching education**

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer and we are also proud of our exceptional provision in the Arts.

### **Professional networks**

We joined Anglian Learning Trust on 1<sup>st</sup> April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement. Our staff body benefits from accessing training through The Cambridge Teaching Hub and through membership of Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools.

### **College Improvement priorities**

Our current College improvement strands and leadership priorities focus on achieving consistently high-quality education in these areas:

- Empower all leaders to drive whole school improvement.
- Establish a culture of professional collaboration.
- Embed ambitious, inclusive and enriching teaching and learning and establish effective assessment practices cross the school.
- Ensure that students' behaviour is ready, respectful and safe in and outside of lessons.
- Build community relationships.

It is my ninth year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh

Principal

## Head of English

**Hours: Full time/Part time**

**Salary: Main Scale/Upper Pay Spine with TLR**

**Contract Type: Permanent**

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

## The Vacancy

We are seeking to appoint a capable and inspiring teacher to lead our English department. The post holder will be responsible for developing the English curriculum, leading a team and securing strong academic outcomes in the department.

The English Department at Linton Village College is friendly, committed and hard working. We welcome applications from talented, positive and collaborative individuals who are keen to contribute to an ambitious, inclusive and enriching curriculum experience for all of our students.

We are interested in your application if you:

- have a passion for language, literature and learning;
- are an excellent classroom practitioner with strong subject knowledge;
- are skilled in curriculum design and effective assessment practices;
- have a track record for developing colleagues' teaching and achieving high standards;
- are a dynamic and energetic leader with a warm and relational approach.

Requests for flexibility in working arrangements/patterns will be considered.

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

## Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all Anglian Learning's Sports Centres
- 20% Discount on Adult Education Classes
- Employee Assistance Programme
- Cycle to Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers
- A friendly, community environment.
- Access to free parking on site.
- A commitment to supporting healthy staff workload and wellbeing.
- Access to staffroom with free tea and coffee.

## Application

If you would like to arrange a visit to our school please contact Rachel Drennan, HR Officer [humanresources@lintonvc.org](mailto:humanresources@lintonvc.org).

To apply for this vacancy please complete the online application form through [MyNewTerm](#). Please note that CVs will not be accepted.

Please send completed application forms to Rachel Drennan, HR Officer [humanresources@lintonvc.org](mailto:humanresources@lintonvc.org).

**Closing Date:** 29<sup>th</sup> October 2024

**Interview date:** 31<sup>st</sup> October 2024

**Start date:** Jan/Sept 2025

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*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.*

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## The English Department

### Philosophy and Ethos

We want learners to be literate, articulate and insightful members of society, enriched by an appreciation of language and literature.

A study of English empowers pupils to navigate the world around them. It helps them to create meaning in the real and imagined world; to communicate fluently and effectively in speech and in writing; and to recognise the impact and significance of their words and the words of others. By studying the craft of language, they learn to ask questions and to think deeply about what is being said.

### Our Team

The English team at Linton Village College comprises of energetic, supportive, friendly and creative practitioners who are committed to delivering engaging lessons and sharing a passion for English. The team currently has seven members of teaching staff, three of whom have wider leadership responsibilities in the school. In addition to this, we are fortunate to have a highly skilled librarian who runs reading and literacy interventions within the wonderful library at the school.

English teachers at Linton Village College work together as a team and plan carefully to meet students' needs. All resources, home learning and assessments are shared centrally for students to receive a consistent learning experience and to support staff in managing their workload.

There is a strong commitment to the professional development of all staff within the Department, with a highly personalised training plan for each teacher through CPD and the appraisal process. We are also highly committed to Initial Teacher Training and every year support ITT students from the Faculty of Education, Cambridge, who train with us, as well as those on the SCITT route. In addition to this, we work closely with other secondary schools within the Trust and our cluster primary schools. These collaborations contribute significantly to our department ethos and ongoing curriculum development. We also have a great tradition of developing the careers of ECTs and there are always career opportunities either within LVC or more broadly throughout Anglian Learning.

### The Curriculum

Our aim is that all students at Linton Village College, regardless of their background, leave the College with a love of reading and enjoy studying literature and language. All students will be equipped with the skills needed to decode all texts for their true meaning, to enjoy manipulating and influencing readers throughout their language choices and to have the literacy skills that enable them to flourish in their future. Our role is to ensure that students gain the qualifications they need in order to move into their next stage of education but we are passionate about students being able to leave school with the communication skills they need to succeed in all aspects of their life.

In their study of English at Linton Village College, pupils are encouraged to develop culturally, emotionally, intellectually and socially through their reading of key literature texts and surrounding discussions. Pupils learn to develop and value empathy and awareness of others through their explorations of diversity and inclusivity in a rich and varied literary heritage. They learn to recognise how a text can relate to themselves and their own experiences of the world.

By the time that they leave the College, pupils will have studied a rich heritage of written literature. They will appreciate the contextual influences surrounding texts and have the confidence to offer a personal interpretation of them. They will be able to apply strong evaluative and analytical skills to language and structural choices made by a writer and be able to articulate meanings within a text. Furthermore, it is our ambition for them to be able to write clearly, accurately and coherently, adapting their language and style for a range of contexts and audiences. We want them to be able to read fluently and confidently for comprehension and meaning and to be able to deploy vocabulary that allows them to express their viewpoints with precision.

We pride ourselves on our excellent teaching and broad curriculum offer which ensures students have a chance to experience a range of diverse texts including whole novels and extracts that span a range of genres and text types.

We follow the AQA specification for GCSE English Language and Literature. Students are taught in mixed attainment groups for English throughout their time at Linton Village College. Classes are carefully constructed to consider group dynamics.

Attainment levels in English are in line with National Average. In 2024, 81% of the cohort achieved Grade 4 or above and 58% achieved a Grade 5.

We strive to ensure that every child makes good progress, regardless of starting point and background. It is important that the successful candidate shares our ambition and commitment to inclusion and enrichment for all and has the capability to drive forward curriculum improvements to improve academic outcomes.

### **Extra-Curricular Activities**

Extra-curricular activities are offered to all year groups. These include author visits, theatre visits, poetry competitions and debating. We are keen to develop further opportunities to enrich students' learning experience and look for new members of the team to take a lead in delivering enrichment activities.

### **The Role of the Form Tutor**

The successful candidate will be required to take on the role of form tutor.

The tutor serves as the first point of contact between the College and home and has an important pastoral responsibility in supporting students to maintain high standards of behaviour and academic achievement. Form tutors are expected to ensure an ordered and organised start to the College day.

Tutor time involves the sharing of key messages and expectations, as well providing care and oversight of individuals and their welfare and progress. It is important that effective professional relationships are fostered through a high-quality tutoring experience. Key strands of the PSHE/RSE and personal development curriculum are also delivered through tutor time.

## Head of English

<b>Salary</b>	Main Scale/Upper Pay Spine with TLR
<b>Hours</b>	Full time/Part time
<b>Pension</b>	LGPS is a salary-related, defined benefit scheme and is not affected by stock market changes or performance of investments
<b>Disclosure Level</b>	Enhanced DBS
<b>Location</b>	The post holder will be based at Linton Village College
<b>Responsible to</b>	Deputy Principal
<b>Job Purpose</b>	<p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</p> <p>To monitor and support the overall progress and development of students.</p> <p>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of student attainment.</p> <p>To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth.</p>

## Main Responsibilities

<b>MAIN DUTIES</b>	
<b>Operational/strategic planning</b>	<p>To make a positive contribution to the work of the department, assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies and taking responsibility for particular facets of the department's work.</p> <p>To contribute to the curriculum area and department's development plan and its implementation.</p> <p>To plan and prepare courses and lessons.</p> <p>To contribute to the whole school's planning activities.</p>
<b>Curriculum provision</b>	To assist the Senior Leadership Team to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives.
<b>Staffing</b>	To take part in the school's staff development programme by participating in arrangements for further training and professional development.
<b>Staff development</b>	To continue personal development in the relevant areas including subject knowledge and teaching methods.

<b>Recruitment/ deployment of staff</b>	<p>To engage actively in the appraisal process.</p> <p>To ensure the effective/efficient deployment of classroom support.</p> <p>To work as a member of a designated team and to contribute positively to effective working relations within the College.</p>
<b>Quality assurance</b>	<p>To help to implement school quality procedures and to adhere to the requirements outlined in the school's quality assurance policy.</p> <p>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures.</p> <p>To seek/implement modification and improvement where required.</p> <p>To review from time to time methods of teaching and programmes of work.</p> <p>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.</p>
<b>Management information</b>	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers etc.</p> <p>To complete the relevant documentation/online records to assist in the tracking of students.</p> <p>To track student progress and use information to inform teaching and learning.</p> <p>To ensure the security and confidentiality of all such information.</p>
<b>Communications</b>	<p>To communicate effectively with the parents/carers of students as appropriate.</p> <p>Where appropriate, to communicate and co-operate with persons or bodies outside the College.</p> <p>To follow agreed policies for communications in the College.</p>
<b>Marketing and liaison</b>	<p>To take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools.</p> <p>To contribute to the development of effective subject links with external agencies.</p>
<b>Management of resources</b>	<p>To contribute to the process of the ordering and allocation of equipment and materials.</p> <p>To assist the Head of Department to identify resource needs and to contribute to the efficient / effective use of physical resources.</p> <p>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, Department and the students.</p>
<b>Pastoral care</b>	<p>To take responsibility for a group of students whether as form tutor, mentor or co-mentor.</p> <p>To play a full part in ensuring that there is a calm, orderly environment in and outside the classroom.</p> <p>To promote the general progress and well-being of individual students and class groups as a whole.</p> <p>To treat all students with respect.</p>
<b>Teaching</b>	<p>To undertake a designated programme of teaching.</p> <p>To ensure a high-quality learning experience for students which meets internal and external quality standards.</p>

	<p>To teach students according to their educational needs, including the setting and marking of work carried out by the students in school and elsewhere.</p> <p>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</p> <p>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</p> <p>To ensure that literacy, numeracy and school subject specialisms are reflected in the teaching / learning experience of students.</p> <p>To ensure that students have the opportunity to further their experience of IT within the subject area and to assess their competence and progress with this skill set.</p> <p>To prepare and update subject materials.</p> <p>To use a variety of delivery methods which stimulate learning appropriate to student needs and demands of the syllabus.</p> <p>To maintain discipline in accordance with the College's procedures, and to encourage good practice with regards to punctuality, behaviour, standards of work and homework.</p> <p>To undertake assessment of students as requested by external examination bodies, departmental and College procedures.</p> <p>To mark, grade and give written /verbal and diagnostic feedback as required.</p> <p>To contribute to the development, promotion and active use of the College's learning platform.</p>
<p><b>Other specific duties</b></p>	<p>To undertake duties according to the rota and discharge the responsibility proactively.</p> <p>To contribute to good order across the College by responding proactively where there is a cause for concern.</p> <p>To play a full part in the life of the school community.</p> <p>To support its aims and values and to encourage staff and students to follow this example.</p> <p>To promote actively the College's policies.</p> <p>To attend staff briefings and staff meetings.</p> <p>To continue personal development as agreed.</p> <p>To comply with the College's Health and Safety Policy and undertake risk assessments as appropriate.</p> <p>To undertake any other duties as specified in the STP&amp;CD not mentioned in the above.</p>

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or line manager to ensure efficient and effective operation of the College.

## TLR Job Description

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

The duties outlined in this document are in addition to those covered in the [Teachers' Standards](#). The scale of the subject leadership responsibilities will reflect the number of curriculum hours and subject responsibilities the TLR/allowance holder is responsible for and whether they are leading an entire subject area or aspect of the curriculum.

<b>Core Purpose</b>	<ul style="list-style-type: none"> <li>To provide leadership vision, direction and drive to ensure an inclusive, ambitious and enriching curriculum experience for all students.</li> <li>To secure excellent standards of teaching and learning and academic attainment and progress for all students.</li> <li>To model teaching and learning excellence and lead with integrity and determination.</li> <li>To model high standards by implementing school policy and conducting whole school duties.</li> </ul>
<b>Reporting to</b>	Assistant Principal
<b>Responsible for</b>	Subject teachers and other relevant members of support staff
<b>Salary/Grade</b>	TLR 1c-2c / TLR3 / Allowance (depending on the scope and scale of the role)

Key accountabilities and tasks	
<b>1. Ensure consistently high standards of teaching and learning.</b>	<ul style="list-style-type: none"> <li>a) Establish an inspiring curriculum experience with passionate teaching and fostering the Linton Learner attributes in all students.</li> <li>b) Ensure that the curriculum design enables all students to acquire appropriate knowledge and gain the necessary skills to be successful in the subject.</li> <li>c) Ensure that well-sequenced curriculum plans and comprehensive schemes of learning are suitably challenging and accessible to all.</li> <li>d) Evaluate and develop the curriculum to ensure effective progression, success in public examinations and to incorporate whole school priorities.</li> <li>e) Ensure an excellent quality of teaching across the department that meets the needs of all learners.</li> <li>f) Provide extra-curricular opportunities and curriculum enrichment to broaden students' cultural experiences and promote wider personal development.</li> <li>g) Liaise with primary schools and post-16 providers to ensure effective curriculum transition and partnership.</li> </ul>

<p><b>2. Achieve high levels of academic attainment and student progress.</b></p>	<ul style="list-style-type: none"> <li>a) Ensure that subject assessment calendars align with schemes of learning and provide robust and useful assessment data.</li> <li>b) Ensure that targets for pupil attainment and progress are met in line with performance indicators (school and national) including SEND students and vulnerable groups.</li> <li>c) Evaluate the standards being achieved by forensically analysing the performance of all students.</li> <li>d) Implement intervention strategies as appropriate to ensure all pupils make progress towards their targets.</li> <li>e) Ensure that assessment for learning and subject feedback policy is robust, follows agreed College policy and is adhered to consistently by all staff.</li> <li>f) Take responsibility for recording and reporting pupil attainment including the preparation of data for examination and test entries in good time.</li> </ul>
<p><b>3. Assure quality teaching through self-evaluation and subject development.</b></p>	<ul style="list-style-type: none"> <li>a) Maintain and act upon accurate self-evaluation of the subject's performance through regular lesson observations, work samples, student voice and other mechanisms.</li> <li>b) Produce and implement a Department Development Plan that reflects whole school improvement priorities while remaining abreast of local and national subject specific curriculum developments.</li> <li>c) Develop, maintain and promote strong partnerships with parents and other stakeholders to support teaching and learning standards.</li> </ul>
<p><b>4. Ensure effective staff deployment and professional development.</b></p>	<ul style="list-style-type: none"> <li>a) Maintain and develop a shared ethos, vision and ambition for the subject.</li> <li>b) Act as a role model for excellent classroom practice and maintain and share personal subject knowledge and pedagogical expertise.</li> <li>c) Plan and implement individual and department training and curriculum development to ensure that teaching and learning is of high quality.</li> <li>d) Review and appraise the performance of staff, recognising and celebrating success, being prepared to address robustly any underperformance.</li> <li>e) Plan for the deployment of staff into the curriculum in the most effective and efficient manner, and lead the recruitment of new staff as appropriate.</li> <li>f) Have full consideration for staff wellbeing and morale, promoting teamwork/collaboration and supporting colleagues as required.</li> <li>g) Demonstrate positivity, professionalism and the ability to motivate colleagues and students.</li> <li>h) Participate in subject networks and seek opportunities for collaboration with other departments to share and develop best practice.</li> </ul>
<p><b>5. Ensure a safe and orderly learning environment.</b></p>	<ul style="list-style-type: none"> <li>a) Maintain a productive learning environment in which students are ready, respectful and safe.</li> <li>b) Foster a positive climate for learning, instilling a sense of pride, worth and achievement.</li> <li>c) Ensure high behaviour for learning standards in line with the student Code of Conduct and support colleagues to develop behaviour management skills.</li> <li>d) Take ownership of departmental behaviour issues in line with College policy and apply consistent behaviour management expectations.</li> <li>e) Promote and maintain the College's child protection and safeguarding policies and procedures at all times.</li> </ul>

<p><b>6. Manage resources efficiently and effectively.</b></p>	<ul style="list-style-type: none"> <li>a) Use the available accommodation to create a stimulating environment to support teaching and learning, planning for future development.</li> <li>b) Monitor the use of teaching areas to ensure a high standard of condition is maintained and act as necessary to improve provision.</li> <li>c) Manage financial resources prudently, adhering to the principles of best value at all times and following finance policies and procedures.</li> <li>d) Contribute to the development and maintenance of the College health and safety policy.</li> </ul>
<p><b>7. Contribute to whole school leadership and duties.</b></p>	<ul style="list-style-type: none"> <li>a) Contribute to the strategic development of the College, helping to develop, implement and evaluate systems, policies and procedures.</li> <li>b) Actively promote the College, attend meetings and events as required and liaise with outside agencies to support the delivery of the school's aims.</li> <li>c) Maintain a presence around the College site to ensure that the highest standards of behaviour are upheld, supporting and contributing to the operational needs of the school as required.</li> <li>d) Evolve and develop personal leadership skills, contributing to and leading whole school initiatives as appropriate.</li> <li>e) Play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and pupils to follow this example.</li> <li>f) Take responsibility for a tutor group and model effective tutor organisation and pastoral care in delivering the tutor programme and fostering positive student relationships.</li> </ul>
<p><b>8. Other specific duties</b></p>	<ul style="list-style-type: none"> <li>a) To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role.</li> <li>b) To engage actively in the performance management process and commit to personal professional development.</li> <li>c) To undertake any other duty as specified by STPCD not mentioned in the above</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 manager to undertake work of a similar level that is not specified in this job description. The job description may be modified by the Principal, in consultation with you, to reflect or anticipate changes in the role, commensurate with the salary and job title.

## Person Specification: Head of English

<b>Education</b>	<b>Essential/ Desirable</b>	<b>Application/ Interview/ Reference</b>
Good honours degree in a relevant subject	E	A
PGCE or recognised teaching qualification	E	A
GCSE grade C or higher in Maths and English	E	A

<b>Experience</b>	<b>Essential/ Desirable</b>	<b>Application/ Interview/ Reference</b>
Recent experience of teaching English to at least GCSE or equivalent level	E	A/I/R
Experience of teaching other relevant courses	D	A/I/R
Experience of involvement in extra-curricular activities	D	A/I/R
Evidence of the successful use of ICT within teaching and learning	E	I
Evidence of ability to develop positive and effective relationships with students, staff, governors, parents/carers and other stakeholders	E	I/R

<b>Professional Qualities</b>	<b>Essential/ Desirable</b>	<b>Application/ Interview/ Reference</b>
An excellent communicator who is able to work effectively with students, parents, colleagues and outside agencies	E	A/I/R
Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate students	E	A/I/R
Ability to establish productive working relationships and work well in a team	E	A/I/R
Has excellent subject knowledge and is aware of best practice in teaching English.	E	A/I/R
An excellent communicator, both orally and in writing	E	A/I/R
Commitment to the promotion of equal opportunities for all	E	I
Evidence of a commitment to the safeguarding of all young people	E	A/I/R
An awareness of new technologies, their use and impact	D	I

<b>Professional Qualities</b>	<b>Essential/ Desirable</b>	<b>Application/ Interview/ Reference</b>
<b>Personal Qualities</b>	<b>Essential/ Desirable</b>	<b>Application/ Interview/ Reference</b>
Enthusiasm, energy and personal dynamism	E	A/I/R
Approachable, friendly and patient	E	I/R
Good humour and an ability to maintain perspective	E	I/R
Able to prioritise and meet deadlines	E	A/I/R
A liking and respect for young people	E	I/R
Appropriate professional relationship with colleagues, parents and children	E	I/R
High level of integrity, honesty and fairness	E	I/R
Demonstrate personal enthusiasm for the learning process	E	I

<b>Teaching &amp; Learning</b>	<b>Essential/ Desirable</b>	<b>Application/ Interview/ Reference</b>
Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent student outcomes	E	I/R
Excellent use of enquiry-based strategies in teaching and learning within the classroom	E	I
A personal commitment to the continuing development of teaching skills in order to have a positive impact on student outcomes	E	A/I

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*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org)*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.*

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