

# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**MAY 14 2024**

**Gildredge House**

**Position: Head of English, Maternity Cover**

**Full-time (up to 1 year from 01 Sept 2024)**

**Deadline: Please see the closing date on the website**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the temporary post of Head of English (Maternity Cover). We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

CLOSING DATE: Please refer to the closing date on the website  
START DATE: 01 September 2024  
INTERVIEWS: Within 1 week of the closing date  
HOURS OF WORK: Full time

- Do you have high levels of energy and enthusiasm for leading English?
- Are you highly organised, effective and looking for your next challenge?
- Are you flexible, forward thinking, resilient and able to work under pressure?
- Do you possess high emotional intelligence?
- Can you work under pressure whilst remaining calm and approachable?
- Can you coordinate others to desired outcomes?

If the answers to these questions is 'yes', then Gildredge House wants to hear from you.

We are looking to appoint an exceptional candidate to the temporary position of Head of English (Maternity Cover) for our all-through free school. This is an excellent opportunity to join our school and would be ideal for an experienced Teacher of English seeking their first Subject Leadership post or for a current Head of English, looking to broaden their experience.

Our 'Good' Ofsted judgement (November 2018) is a strong foundation on which to build and develop the school. The challenge is to sustain and further improve through every aspect of Gildredge House as the school continues to develop.

As temporary Head of English you will join an outstanding team of inspirational teachers, where you will ensure that our students enjoy and achieve highly in their English learning. You will be an English specialist in the secondary phase. We ideally need a strong GCSE teacher as most of your teaching will be in Years 7 - 11. This is an exciting time to join our Outstanding English Department, with opportunities for professional development ranging from KS2 transition with Year 6 to inspiring our students to choose English at Sixth Form and University.

Within the English department, you will find a team who are dedicated to providing engaging, stimulating lessons to students of all abilities, and classrooms where rapport and relationships are given the highest priority. We plan with creativity and teach with enthusiasm, ensuring that every student reaches their full potential. We aim to help students develop resilience and confidence in the face of a challenging curriculum, not only to prepare them for demanding examinations but also to foster a lifelong love of reading, writing and thinking about books.

## Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

## Our school motto: 'Aspire'

### As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) to enquire.

**Salary range:** £30,000 rising to £46,525 (Gildredge House Main Pay Scale points M1-UPR3, 2023-24), plus an additional Leadership Allowance for Subject Leadership.

If you are interested in the position please download the Application Pack on our website.

If you wish to discuss the post further or visit the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) Tel: 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

**Head of Department: English**  
**Job Description**

**Responsible to:** Assistant Head Teacher

**Hours of work:** Full-Time

**Contract:** Maternity Cover contract from 01 September 2024 (up to 1 year)

**Salary:** Main/Upper Pay Range

plus LA4 on the Gildredge House Scale: £7,628 per annum (2023-24)

## Functionally responsible for:

Teachers within the Department

## Function:

Head of Department provides professional leadership and management of their subject area to secure high quality teaching, effective use of resources and ongoing development of learning and achievement for all students including vulnerable groups, securing student progress and high standards of attainment.

## Main Duties:

### Strategic Direction and Development of the Subject

- work in line with departmental policies, and whole school policies on such areas as curriculum development, differentiation, independent learning, enrichment, assessment and homework
- ensure vulnerable groups such as, PPG, SEN, Low and High ability, have access to the curriculum and make the best progress they can
- keep departmental documentation under review and ensure that an up to date copy is available for all staff
- establish a clear, shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, social and cultural development.
- communicate and co-operate with other departments, including sharing good practice
- analyse and interpret national and school data, research and inspection evidence to inform the development of the subject
- remain informed of academic and pedagogical developments in the subject area, remaining familiar with external examinations requirements

### Teaching and Learning

- provide stimulating and academically rigorous teaching up to GCSE , including the preparation of candidates for A Level. .
- establish high standards for teaching and learning within the department and supporting others to reach expectations
- ensure that appropriate schemes of work that show clear progression routes are produced and made available for all staff in the department as well as for appropriate senior staff, and monitor the application of these
- analyse examination results and review teaching and learning in the light of those results
- encourage innovative and imaginative curriculum work
- build on links with the wider community to enhance learning
- advise students as required

### Efficient and Effective Deployment of Resources

- deploy staff to ensure the best use of subject expertise
- maintain an accurate record of departmental expenses and keep within the agreed budget
- contribute to school displays
- aim to ensure that there is a safe working and learning environment in which risks are properly assessed and managed

- ensure expectations are in line with a healthy work-life balance

### **Leading and Managing**

- lead on Performance and Accountability, with responsibility for line managing all members of the English Department
- develop own skills, knowledge and competencies that enable others to become effective at improving outcomes
- use coaching approaches to encourage teachers to achieve high levels of expertise in their subject teaching
- inspire a positive atmosphere in the department which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it.
- offer extra-curricular English-based activities and visits.
- encourage a culture of high emotional intelligence and empathy

A classroom teacher's professional duties are deemed to include the following:

### **Teaching** (having regard to the curriculum of the school):

- planning and preparing courses and lessons;
- developing teaching resources, particularly with regard to the differentiation for students of vulnerable groups;
- teaching the students assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the students in school or elsewhere;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- implementing whole school academic policies.

### **Activities related to teaching**

- promoting the general progress and well-being of individual students and of any class or group of students assigned to the teacher;
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of, and reports on, the personal and social needs of students;
- communicating and consulting with the parents of students;
- communicating and co-operating with persons or bodies outside the school;
- participating in meetings arranged for any of the purposes described above.
- participating in arrangements for further training and professional development.

### **Discipline, health and safety**

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
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### **Staff meetings**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Covering for absent colleagues**

- rarely supervising / teaching any students whose teacher is not available.

### **Public examinations**



- participating in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for students' presentation for, and supervision during, such examinations.

## Whole School

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are expected to contribute to the extra-curricular life of the school by offering an activity or participating in the supervision of student independent study.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description is for a permanent position and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties during the designated period of leadership, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the post holder. The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.

## Head of English - Secondary Person Specification

### Qualifications

#### Essential

- Honours degree in an appropriate subject area from a recognised university
- QTS

#### Desirable

- Masters, higher degree

### Experience

#### Essential

- Experience of teaching English in a secondary school
- Experience of teaching up to GCSE
- Track record of teaching high quality, engaging lessons

#### Desirable

- Successful experience in a position of responsibility

### Knowledge and understanding

#### Essential

- Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) including teaching and learning styles
- Assessment, recording and reporting of students' progress including AfL
- Awareness of Equal Opportunities, Health & Safety, SEN and Safeguarding issues

#### **Desirable**

- Further subject leadership qualifications

### **Skills**

#### **Essential**

- Ability to lead a large team
- To promote the school's aims positively and use effective strategies to teach, assess, and monitor / evaluate their professional practice
- To develop appropriate and effective teacher-student relationships
- To establish and develop working relationships with teachers, parents, governors and the community
- High level oral and written communication skills
- Ability to communicate well with a variety of school stakeholders
- Ability to work under pressure, meet tight deadlines and pay attention to detail
- A good understanding of the principles of positive behaviour management
- To create and maintain a stimulating learning environment

#### **Desirable**

- Proven leadership and responsibility
- High level ICT in education skills
- Experience as a Form Tutor

### **Personal Attributes**

#### **Essential**

- Flexibility and adaptability in terms of new ideas and approaches
- Enthusiasm for their subject area(s) and for teaching in the secondary phase
- High levels of emotional intelligence and an ability to empathise
- Willingness to organise and contribute to extra-curricular activities
- Resilience in tough situations
- Strong commitment to the values and ethos of Gildredge House

The deadline for applications is indicated on the website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by **the closing date**.

**We look forward to hearing from you.**