



Head of English

New River College Secondary

Closing date: midnight 9th May 2021; Job reference NRC/756

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About us

New River College Lough Road provides a stable and nurturing environment for young people aged 11 – 16 years old. We have the capacity to teach up to 72 students across both Keystage3 and Keystage4. Our primary goal is to prepare our students for the next stage in education or training; for Keystage3 we aim to prepare students to return to mainstream school and for our Keystage4 students we aim to prepare them to sit their GCSE exams and go on to further education or training. We teach our students in small classes of no more than six students and there is often two members of staff, the teacher and a Learning Assistant.

Mission Statement

“At New River College we want the very best for our pupils, so that they leave us as confident learners, prepared for further education, employment or training and in a position to make the best of their lives. We have a hard working and committed staff team who are dedicated to raising achievement and ensuring the best possible school experience for our pupils.

It is crucial that children develop the core skills and knowledge they will need to succeed in further education, employment or training, so English and Mathematics are a significant focus for the school in getting children to a level where they can succeed. We are committed however, to a rich wider curriculum, where children get numerous opportunities for first hand experiences and access to a wide range of knowledge and opportunities to develop as learners. We also want our children to understand that learning can be fun!”

“

A culture of high expectations for pupils to learn exists in all areas of the school's work. Pupils rapidly improve their self-confidence and acquire attitudes that are far more positive than when they first arrive. As a result, all groups of pupils make excellent progress from their starting points.”

(Ofsted July 2016)

<http://newrivercollege.co.uk/>

Vision and Values

We achieve this by:

- Educating and supporting all pupils to learn
- Providing a safe, nurturing and supportive environment
- Making sure all pupils have the skills to return to mainstream education or to access their next steps in learning
- Working in partnership with others, especially Islington schools

“The leadership team has maintained the outstanding quality of education in the school since the last inspection.”

(Ofsted July 2016)



New River, New Start

Thinking of a

role to further your
teaching career?

Are you ready for a
new challenge?

New River College
Secondary can
provide both.

Advert Head of English

- **Salary Grade Range: MPS/UPS + SEN 1 + TLR2**
- **Actual Salary Range:** £32,157 – £50,935 plus £2,270 SEN1 plus £4,751 TLR2 per annum
- **Contract Status:** Full Time, Permanent
- **Required for September 2021**

This is a fantastic opportunity for a dedicated Head of English or an experienced outstanding English teacher who is looking for a new challenge and has a flexible approach, to join a committed team at New River College.

The post holder will need to be confident and effective teacher who can lead the English Department and deliver exciting and fun lessons. We are looking for a teacher who relishes a challenge, who wants to try new ideas and who genuinely wants to contribute to the lives of young people with drive and passion.

Many of our pupils are below national age related literacy and numeracy levels when they arrive. Ability to engage children with SEMH is more important than the phase you are used to teaching so both **primary and secondary** trained teachers are encouraged to apply. Experience of teaching a second subject would be beneficial, a willingness to do so is essential.

New River College comprises of three pupil referral units in Islington (primary, secondary and medical), for pupils with social, emotional and mental health challenges (SEMH). We teach children and young people aged five to sixteen years old who have been permanently excluded or participate in our preventative programmes to address their behaviour, and children and young people with complex SEMH or medical needs. New River College Secondary is split across two sites so a willingness to teach on multiple sites is essential. The postholder will lead on English across NRC Secondary and NRC Medical.

We offer a core curriculum to all pupils which includes English, Maths, Science, Humanities and a selection of foundation and vocational subjects. We also work with a number of alternative providers around enhanced learning opportunities.

- Closing date: **Midnight Sunday, 9th May 2021**
- Shortlisted candidates will be notified on: **Monday, 10th May 2021**
- Interviews will be held on: **Tuesday, 18th May 2021**

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NRC/756**.

For background information visit our website www.newrivercollege.co.uk or for an informal discussion about the post or to arrange a visit please contact the Deputy Headteacher for Teaching and Learning, Michele Lambert on 0207 504 0534 option 2 or email michele.lambert@nrc.islington.sch.uk.

New River College is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

Job Description

POSITION: Head of English

GRADE: MPS/UPS + 1 SEN point + TLR2

RESPONSIBLE TO: Deputy Headteacher for Teaching & Learning

RESPONSIBLE FOR: English Teachers

PURPOSE OF THE POST

Head of English responsibilities

The postholder is required to carry out the duties of a teacher and subject lead as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the designated member of SMT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

REQUIREMENTS OF THE POST

The postholder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

The postholder is responsible to the Deputy Headteacher for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

MAIN DUTIES

Operational/ Strategic Planning

- To develop and review the curriculum, resources, schemes of work, assessment and teaching and learning strategies in the School.
- To actively monitor and follow up pupil progress.
- To work with colleagues to formulate aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- To lead subject area meetings and moderation sessions
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in-line with

national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.

Curriculum

- To liaise with the College Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the School curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

Leading and Managing Staff

- To be a Performance Management Team Leader.
- To manage English Teachers across the College.
- To provide guidance and support to all members of staff in the delivery of English.
- To plan and deliver INSET.
- To promote and guide staff discussion on curriculum planning, teaching and assessment across the curriculum.

Staff Development

- To work with the College Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To promote teamwork and to motivate staff to ensure effective working relations.

Quality Assurance

- To work with the Senior Leader responsible for Teaching and Learning to set subject area targets within the School and to work towards their achievement.
- To develop the effectiveness of teaching and learning styles within subject areas.
- To contribute to the school procedures for lesson observation and book monitoring.
- To seek/implement modification and improvement where required.
- To ensure that the subject area's quality procedures meet the requirements of Self Evaluation and the School Development Plan.

- To produce an annual examinations analysis and subject area review as part of the school's self-evaluation cycle.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the subject area on the school's management information system.
- To analyse and evaluate, the subject area performance data provided and take appropriate action in response, e.g. strategies/interventions for pupils below expected progress and for the most able pupil premium pupils.

Communications

- To ensure that all members of the subject area are familiar with the subjects aims and objectives within the framework of the School Development Plan.
- To attend relevant meetings, e.g. borough network meetings, and disseminate information to the subject area staff.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the subject area's views and interests.

Marketing and Liaison

- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.

Pastoral System

- To monitor and support the overall progress and development of pupils within the subject area.
- To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To ensure the Behaviour Management system is implemented in the subject area so that effective learning can take place.

Teaching

- To teach and be responsible for the development and review of the English curriculum, resources, schemes of work, assessment and teaching strategies co-ordination of English across the full age and ability range, with reference to the national curriculum and programmes of study.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- As a second subject, to teach, develop and co-ordinate other subjects across the full age and ability range, with reference to the national curriculum and programmes of study.
- To deliver and facilitate dynamic, creative and active lessons in other curriculum areas.

Other Specific Duties

- To undertake any other duty as specified by STPCB not mentioned in the above.
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To participate in performance management and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision.
- To ensure that New River College policies and customer care standards are met and adhered to.

- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy.

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Person Specification

POSITION: Head of English

GRADE: MPS/UPS + 1 SEN + TLR2

ESSENTIAL CRITERIA

EDUCATION AND EXPERIENCE

- E.1 Qualified teacher status
- E.2 At least 3 years successful teaching of the subject area designated in JD, including evidence of involvement in the raising of achievement of challenging pupils.
- E.3 Experience of successfully leading a subject area.
- E.4 Experience of leading, developing and delivering programmes related to subject area designated in JD.
- E.5 A Special Educational Needs qualification or relevant experience in the area of challenging behaviour.

SKILLS, KNOWLEDGE AND ABILITIES

- E.6 Evidence of continuing professional development.
- E.7 An understanding of methods and good practice in reviewing and evaluating teaching & learning.
- E.8 Evidence of clear view about future developments of area of responsibility in a school or PRU, and an ability to manage change.
- E.9 Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or PRU.
- E.10 An understanding of national developments in the area of social inclusion.
- E.11 Knowledge of the National Curriculum, including Programmes of Study and national strategies related to the teaching of the subject area designated in JD.
- E.12 Knowledge of a range of accreditation available to students in the subject area designated in JD.
- E.13 An understanding of behaviour management strategies.

- E.14 Ability to build effective working relationships with a range of partners and stakeholders.
- E.15 Ability to motivate colleagues and pupils through a positive and professional attitude.
- E.16 Strong interpersonal skills and an ability to communicate clearly both orally and in writing.
- E.17 Ability to use key aspects of ICT to present data.
- E.18 Excellent behaviour management skills based on a firm but empathetic approach with pupils.
- E.19 Demonstrable commitment to inclusive education.
- E.20 Capacity to work under pressure and to meet deadlines.
- E.21 Capacity to work flexibly and to adapt to the changing needs of the New River College and the PRU.
- E.22 Excellent attendance and punctuality.
- E.23 Ability to prioritise competing demands.
- E.24 Ability to work as part of a team.
- E.25 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E.26 A commitment to deliver services with the framework of New River College's equal opportunities policy.
- E.27 Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

How to apply

Application Deadline

Completed application forms must be received by **Midnight, 9th May 2021**.

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NRC/756**.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.



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<http://newrivercollege.co.uk/contact/>