

SAPIENTIA EDUCATION TRUST

OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

HEAD OF COMMUNICATIONS

Full-time from April 2023

Line Manager:	Assistant Headteacher
Salary:	<p>Head of English MPS1 – UPS3 Salary – £28,000 - £43,685 per annum plus TLR2 £7,368</p> <p>Head of Communications Salary Leadership Scale, subject to experience – LS3 – LS10 – £46,545 – £55,360 per annum</p>

THE POST

We are seeking to appoint an inspiring and energetic Head of English with a commitment to supporting our students to 'be the best they can be'. First and foremost, you will be an excellent English teacher and have an unwavering passion for your subject. You will have a clear focus and understanding of what makes high quality teaching and learning and provide excellent outcomes for students. You will have the ability to teach English at both KS3 and KS4, experience delivering GCSE English is essential.

Old Buckenham High School is a member of the Sapientia Education Trust (SET) which is currently led by the Executive Principal of Wymondham College as CEO.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

Personal Qualities.

Sapientia Education Trust expects its teachers to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;

- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and students about their subject;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

Professional Competence.

Sapientia Education Trust expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the Trust would expect them to develop the following competences:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for students and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the school at Open Evenings and all other events;
- Have very high expectations of the learning of all students at all times;
- Work with colleagues across all key stages to ensure embedded transition from Key Stage 1 to 5.

JOB SPECIFICATION

General Responsibilities

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Sapientia Education Trust.

The teacher will be responsible to the Headteacher for teaching classes using their skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- To provide high quality leadership of the English department;
- To take a full part in the extended leadership group;
- To be fully involved in improvement and self-evaluation activities at a whole school level;
- To lead on the planning, delivery and assessment of high quality English across the school;
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- To lead on the development of innovative thinking about the curriculum and teaching and learning across the English department;
- To liaise and collaborate with senior colleagues and other curriculum leaders to support with the strategic development of good practise across the school;
- As Senior Curriculum Leader of English, in addition to carrying out the professional duties of a teacher other than a Headteacher, as described in the *School Teachers' Pay and Conditions Document*, and in meeting the Post Threshold Standards for a Teacher as laid out in the *Professional Standards for Teachers*, you will be responsible to the Head for the following specific areas.

KEY TASKS:

Leadership of teachers

- To provide high quality leadership, support and challenge to the English department in order to achieve high quality teaching and learning;
- To provide high quality leadership to create very effective teams and drive improvement;
- To oversee, monitor and quality assure the assessment, evaluation and mentoring of student progress in English;
- To ensure that strong procedures are undertaken in English for the recording, monitoring analysing and acting upon a range of data to enable subject teachers to;
- Track student overall attainment and achievement on a regular basis;
- Evaluate the quality and appropriateness of intervention to tackle student underachievement;
- The performance management and professional development of all members of your team.

Other management roles

- To monitor and evaluate the quality of teaching and learning in the English department;
- To monitor curriculum coverage in the Department for students of all ability levels;
- To work in close partnership with the SENDCo in your curriculum area to provide high quality support for SEN students in order to secure 'good' achievement and progress;
- To manage the Department's procedures for assessing, recording and reporting student achievement;
- To review staff performance and audit training needs as required;

- To monitor and evaluate the progress made in achieving the English subject development plan and targets;
- To report regularly to the Leadership Group and Governors on all aspects of academic progress in the English department;
- To contribute fully to the implementation of School policies to raise student achievement and progress;
- To interpret and use national, local and school-level performance data to help raise achievement and 'close the gap' for key student groups in the school;
- To ensure the effective development of students' literacy, numeracy and ICT skills through English;
- To manage the English department capitation and ensure the effective management and deployment of learning resources within the department to improve student achievement and progress;
- To be responsible for the consistent implementation and evaluation of behaviour management in the English department;
- To meet and work with parents, carers and other agencies as required.

Communication role (for the right candidate)

- Line management of an additional department including tracking and monitoring performance data.

REMUNERATION

Salary Details:

Head of English

MPS1 – UPS3 Salary – £28,000 - £43,685 per annum plus TLR2 £7,368

Head of Communications

Salary Leadership Scale, subject to experience – LS3 – LS10 – £46,545 – £55,360 per annum

All payments are pensionable under the Teachers' Pension Scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn all the time to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Sapiientia Education Trust's Performance Management program.