



HEAD OF ENGLISH



Candidate Information Pack


THE SUNDAY TIMES

**SCHOOLS GUIDE
2025**

**STATE 11-16
SECONDARY SCHOOL
OF THE YEAR**





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Welcome from the Chief Executive Officer

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

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. 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 innovative ideas and alternative perspectives. We also passionately believe that our most valuable 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 HR team via email at recruitment@sawstonvc.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 the contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



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 9000 pupils and employs over 1200 members of staff in 18 schools across three counties, with a 19th 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.

Our four core values and principles guide our work to achieve our vision:



Aspiration

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

Community

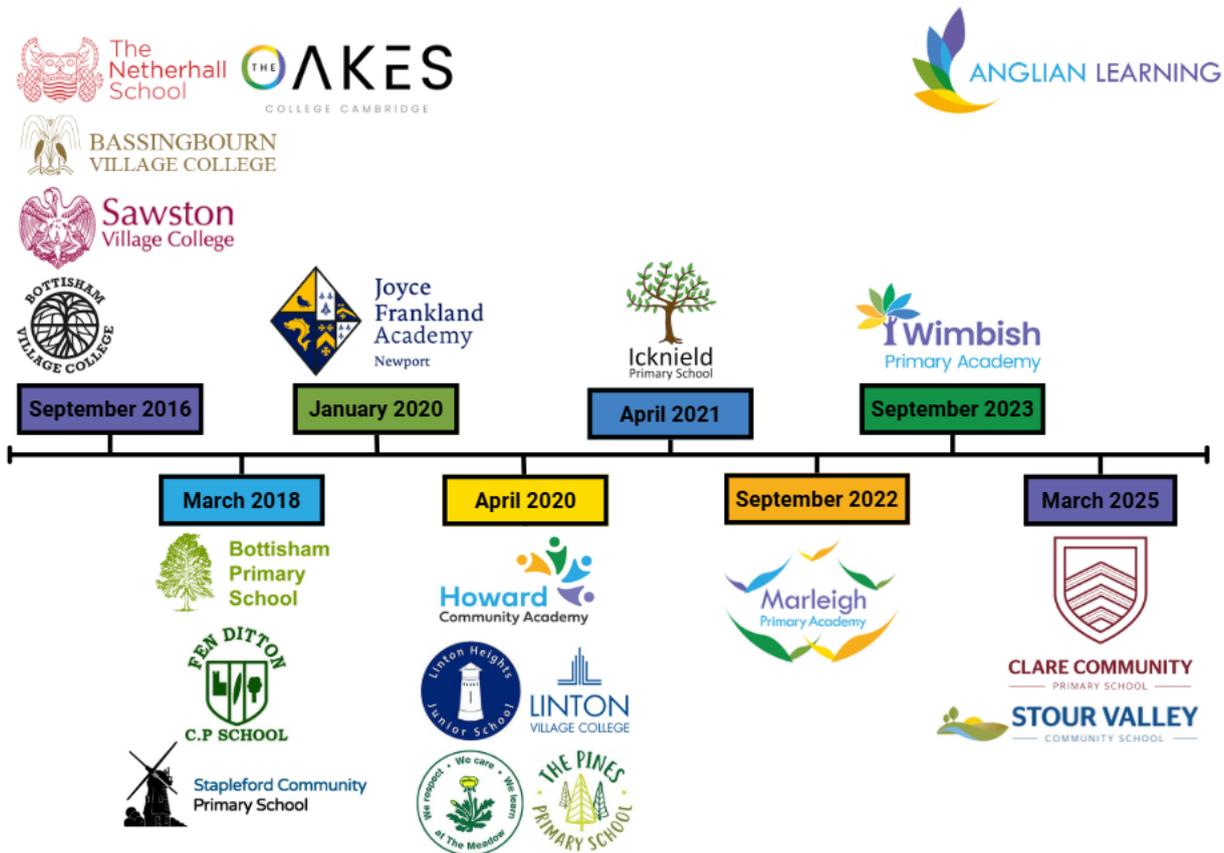
We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together

Empowerment

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

Inclusivity

It is an exciting time to join our growing community of schools.



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



Sawston Village College

Thank you very much for your interest in a position at Sawston Village College. We sincerely hope that the information below and enclosed within this pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued, and all contribute to our strong caring ethos. The College is named the State 11-16 Secondary School of the Year in The Sunday Times Parent Power list (The Sunday Times, 8 December 2024). Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We ensure our staff have the resources, development and opportunities to fulfil their roles and responsibilities. Staff wellbeing is vital to our success, and we consider workload and the working environment very carefully. We want staff to feel happy, secure and enjoy their work.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England, and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Many members of the local community visit each week to participate in learning, sporting or leisure activities. We are proud to be a member of Anglian Learning, a family of like-minded schools serving over 8000 pupils from ages 3-19 in this region.

Our focus is the achievement and wellbeing of our 1180 pupils within a school culture based on community, ambition, respect and endeavour. In 2024, the College achieved above national averages at all levels including 73% gaining grade 5+ in English and Maths, 47% at grade 7 or above across all subjects and a very positive P8 score. Pupils secure their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark Platinum accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupils to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Sawston Village College, as noted by our recent Ofsted report in May 2023, is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. Our staff surveys are highly positive and reflect the care and attention we pay to looking after staff and making the College the success it is for staff and pupils alike. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

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

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal



Head of English

Hours: Full-time, Monday to Friday

Contract Type: Permanent

Salary: MPS/UPS £31,650 - £49,084 FTE Plus TLR 1.4 £16,553

Location: Sawston Village College

We are now seeking to appoint an outstanding and ambitious teacher and leader as Head of English to join our successful team at Sawston Village College in September 2025. This is a key appointment for the College and the successful candidate will be an influential leader, building on the current strong performance, setting out an exciting vision for the future, developing colleagues to reach their full potential and ensuring the department is recognised locally and regionally for the quality of its provision and the achievement of pupils. The successful candidate will bring warmth, compassion and kindness as a leader, making ethical decisions for the benefit of all. He or she will also bring rigour, forensic insight and a highly developed understanding of what makes an outstanding department.

The English Faculty has a well-deserved reputation for its collaborative and supportive ethos, for achieving excellent results with pupils and for the passion with which it instils a love of all things literature and literacy in young people. This post will provide the successful applicant with a wealth of opportunity to develop their classroom practice and career. Applications are welcomed from those with more experience looking for their next position in a department and school with aspirations for excellence for all.

The English Faculty

The English Faculty at Sawston Village College is a successful, hardworking and friendly team; we work together to share resources and teaching ideas and are committed to developing pupils' English skills and their enjoyment of the subject. The Faculty enjoys a long history of outstanding performance at GCSE which extends back beyond the pandemic. On all key measures, GCSE achievement has been significantly above national averages in each of the past five years. In 2024, 38% of pupils achieved a grade 7 or above in English Language and 40% in Literature. 80% achieved a grade 5 or above in English Language and 88% secured a grade 4 or above. The equivalent figures for English Literature were 79% and 89% respectively.

Reasons to join us:

High Standards

The attainment of pupils is well above the national average and the English team work hard to support pupils in achieving their target grades. Our record of exceptional performance at key stage 4 is testament to the commitment, professionalism and excellent teaching of the Faculty. As a faculty, we are keen to ensure all groups including pupils in receipt of PP and those with SEND achieve strongly.

Strong Curriculum Provision

Pupils in KS3 follow a syllabus compatible with the National Curriculum and English framework with the opportunity for pupils to develop their reading, writing and speaking and listening skills through

exposure to a wide range of texts (both fiction and non-fiction). The English Department has recently collaboratively overhauled their KS3 units to make sure pupils are exposed to diverse, exciting and challenging texts and ideas. The Y7 schemes consider the overarching question of 'what makes us human?', the Y8 schemes consider 'what makes us belong?' and the Y9 schemes, 'what does it mean to be powerful?' Long term plans outline half-termly programmes of study, key assessment activities and success criteria, and schemes of learning are well-resourced with accompanying resources for use with IWBs. Progression of skills, knowledge and understanding lie at the heart of our schemes of learning.

Years 7-9 have seven hours of English lessons per fortnight and one of these hours is a library lesson to ensure our pupils read for pleasure. KS3 are currently taught in mixed-ability groups but setting continues throughout KS4; careful consideration is given to grouping depending on the characteristics of the cohort. Year 7 pupils who enter the College at well below the expected level also follow an intensive Literacy course, taught by our Literacy Co-ordinator, in place of a foreign language. We also withdraw selected pupils from the Y7 English lessons using Direct Instruction to help those less able readers with their reading. Literacy teaching is embedded within our Key Stage 3 curriculum to consolidate pupils' language skills.

At KS4 we follow AQA GCSE specifications. Almost all pupils are entered for both English Language and Literature GCSEs. All classes follow a carefully designed programme of study with regular internal assessments and external exams at the end of the GCSE course.

Collaboration and Support

Members of the department work very closely and share a staffroom. Teachers are extremely well supported and are expected to contribute, develop and share ideas and resources. This collaborative approach has led to the development of new schemes and accompanying resources. There is a rich dialogue about pedagogy and practice.

Good Facilities and Resources

The Faculty is based in purpose-built accommodation that it shares with several other Humanities subjects. English has seven well-equipped rooms containing plasma screens with integrated audio/visual equipment, large displays and ample storage. Each teacher has their own laptop and there is access to several bookable computer rooms and Chromebooks. There is an excellent College library with its own set of Chromebooks, projector facilities and an extensive range of fiction and non-fiction texts. Each year group has a reading list of twenty books (of which we have multiple copies in the library) to work their way through over the year.

A Rich Language Environment

The library is a very well used facility at break and lunch time and is available for lesson bookings to promote private and group reading and support research skills. The department works hard to promote the benefits and enjoyment that can be gained from reading.

We celebrate National Poetry and World Book Days, organise theatre trips and enter national and local writing competitions. We have also achieved great success performing in the Rotary Club 'Youth Speaks' debating competition in the past. Other extra-curricular activities have included a Carnegie book shadowing group and Creative Writing club.

Partnerships

We enjoy very strong links with the Cambridge University Faculty of Education's Initial Teacher Training partnership and support trainees each term on both this and the CTSN SCITT course. We also work in partnership with local primary schools to support pupil transition, curriculum development and reciprocal professional learning opportunities.

Application

If you have any enquiries regarding this opportunity, please contact the HR team at recruitment@sawstonvc.org

To apply for this vacancy please complete the application process via our website at <https://sawstonvc.org/vacancies/>, outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted.

We also invite you to submit a separate cover letter, in letter format, addressed to the principal. Please kindly send it to our recruitment inbox at recruitment@sawstonvc.org to support your application and provide additional information that will assist the recruiting panel in making an informed decision

If for any reason you need to apply via an alternative accessible format, please contact us by emailing recruitment@sawstonvc.org

Closing date: Tuesday 29 April 2025 at midnight
Interview date: Friday 9 May 2025
Start date: Monday 1 September 2025

** Please note that we reserve the right to interview prior to the advertised date.*

Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#) Sports Centres – Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall
- 20% discount on Adult Education classes run by Anglian Learning schools
- Employee assistance programme via Health Assured
- Cycle to work salary sacrifice scheme
- Discounted eye care vouchers
- Annual flu jab vouchers
- Perkbox staff discounts
- Investment in personal development

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.

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

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.



Head of English – Job Description

Salary	MPS/UPS Plus TLR 1.4
Hours	Full-time
Pension	Teachers' Pension Scheme
Disclosure Level	Enhanced DBS with children's barred list check
Location	The post holder will be based at Sawston Village College
Responsible to	Deputy Principal
Job Purpose	<ul style="list-style-type: none"> • To provide leadership and direction for the English faculty. To be responsible for raising the standards of achievement for all pupils in English through the development of a challenging curriculum to ensure high quality teaching and learning, and to contribute significantly to whole school improvement at a strategic level. • Liaising with Principal, Senior Leadership Team, other subject leaders, pastoral leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents, Trust colleagues
Core accountabilities	<ul style="list-style-type: none"> • Responsible for English teaching team and other relevant personnel within the faculty • Responsible for raising standards of attainment and levels of progress • Responsible for self-evaluation and strategic development • Responsible for staff deployment and development • Responsible for pupil wellbeing and their social, moral, spiritual and cultural development • Responsible for staff wellbeing • Responsible for efficient use of resources
Main Duties	
Responsible for the English curriculum	<ul style="list-style-type: none"> • Ensure the English curriculum covers the full range of appropriate and relevant knowledge, understanding and skills enabling all pupils to succeed and developing in pupils a lifelong passion for English. • Ensure all members of the department understand, articulate and implement the core principles of the English curriculum.

	<ul style="list-style-type: none"> ● Evaluate and develop the English curriculum to ensure effective progression, success in public examinations and to incorporate whole school initiatives including literacy and numeracy.
Responsible for standards of achievement, levels of progress and competency in English	<ul style="list-style-type: none"> ● Ensure that the quality of teaching and learning is the main focus for all work in English, implementing best practice in the subject and whole school policies and initiatives so that all teaching is excellent. ● Ensure that targets for pupil attainment are met in line with performance indicators (school and national) including those eligible for the Pupil Premium, with special educational needs and able, EAL, gifted and talented. ● Evaluate the standards being achieved by forensically analysing the performance of all pupils. ● Implement intervention strategies as appropriate to ensure all pupils make progress towards their targets. ● Ensure that assessment for learning procedures in English are robust, follow agreed College policy to support pupil learning and achievement and are used consistently by all staff. ● Take responsibility for recording and reporting pupil attainment including the preparation of data for examination and test entries in good time. ● Ensure that the work of the subject area is stimulating and engaging for all pupils.
Responsible for self-evaluation, quality assurance and strategic development	<ul style="list-style-type: none"> ● Maintain and act upon accurate self-evaluation of the subject's performance through regular lesson observations, work samples, pupil voice and other mechanisms. ● Produce, cost and implement a Department Development Plan that reflects whole school improvement priorities while remaining abreast of local and national developments in the teaching of English. ● Develop, maintain and promote strong partnerships with parents to support teaching and learning.
Responsible for staff deployment and development	<ul style="list-style-type: none"> ● To maintain and develop a shared ethos, vision and ambition for English and whole school improvement, establishing the subject as a beacon of best practice in the school and locally. ● Act as a role model for outstanding classroom practice for other teachers and maintaining personal expertise in English, sharing knowledge, understanding and skills with colleagues. ● Plan and implement individual and department training programmes to ensure that teaching and learning is of high quality and high impact. ● Review the performance of staff, recognising and celebrating success and being prepared to address robustly any underperformance. ● Plan for the deployment of staff into the curriculum in the most effective and efficient manner and leading the recruitment of new staff as appropriate. ● Have full consideration for staff wellbeing and morale, promoting teamwork/collaboration and supporting colleagues as required. ● Demonstrate positivity, professionalism and the ability to motivate colleagues and pupils.

Responsible for pupil wellbeing and their SMSC development	<ul style="list-style-type: none"> ● Maintain a safe and productive learning environment for all pupils, dealing with discipline issues in accordance with the College's behaviour policies. ● Implement department and whole school behaviour management sanctions as required and develop the relevant skills in colleagues to ensure effective behaviour for learning takes place. ● Instil a sense of pride, worth and achievement. ● Promote and lead social, moral, spiritual and cultural opportunities, including those which are extracurricular in nature. ● Promote and maintain the College's child protection and safeguarding policies and procedures at all times.
Responsible for efficient use of resources	<ul style="list-style-type: none"> ● Use the available accommodation to create a stimulating environment to support teaching and learning, planning for future development. ● Monitor the use of the English teaching areas to ensure a high standard of condition is maintained, taking action as necessary to improve provision. ● Prepare and oversee the budget for the English Faculty, adhering to the principles of best value at all times and acting always with probity and integrity. ● Contribute to the development and maintenance of the College health and safety policy.
Leadership	<ul style="list-style-type: none"> ● Contribute to the strategic development of the College, helping to develop, implement and evaluate systems, policies and procedures. ● Actively promote the College, attend meetings and events as required and liaise with outside agencies to support the delivery of the school's aims. ● 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. ● Evolve and develop personal leadership skills, contributing to and leading whole school initiatives as appropriate.

Additional Duties	<ul style="list-style-type: none"> ● To 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. ● To take responsibility for a mentor group as appropriate, actively promoting the whole school and specific year group aims and objectives. ● 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 ● To continue personal development as agreed ● To engage actively in the performance management process ● To undertake any other duty as specified by STPCD not mentioned in the above <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
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Health & Safety

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Head of English – Person Specification

Education	Essential	Desirable
Good honours degree in English or equivalent	✓	
Higher degree at Masters level or above		✓
PGCE or recognised teaching qualification	✓	
GCSE grade C or higher in Maths and English	✓	
Leadership qualifications, e.g. Leading from the Middle/ Leadership Pathways/NPQML		✓
Experience	Essential	Desirable
Recent experience of teaching English and English Literature to at least GCSE or equivalent level	✓	
Experience of involvement in extra-curricular English activities		✓
An excellent knowledge of primary and secondary English curriculum developments	✓	
Evidence of the successful use of ICT within teaching, learning and strategic leadership and management	✓	
Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders	✓	
Proven record of raising standards of achievement and sustaining improvement and eliminating underachievement	✓	
Experience of working with and effectively leading and managing staff	✓	
Professional Qualities	Essential	Desirable
High standards of literacy and the knowledge, understanding and skill to develop similar standards with staff and pupils	✓	
An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies	✓	
Ability to establish productive working relationships and work well in a team	✓	
Has excellent subject knowledge and is aware of best practice in English teaching, including effective use of AfL	✓	
An excellent communicator, both orally and in writing	✓	
Commitment to the promotion of equal opportunities for all	✓	

Evidence of a commitment to the safeguarding of all young people	✓	
Excellent knowledge of classroom skills and Teacher Standards	✓	
Personal Qualities	Essential	Desirable
Enthusiasm, resilience, energy and personal dynamism	✓	
Approachable, friendly and patient	✓	
Good sense of humour		✓
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues, parents and children	✓	
High level of integrity, honesty and fairness	✓	
Demonstrate personal enthusiasm for the learning process and a passion for making a difference	✓	
High expectations of self and others	✓	
Motivates, enthuses and inspires staff and pupils	✓	
Is reflective – self-critical and open	✓	
Teaching & Learning	Essential	Desirable
Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes	✓	
Excellent use of AfL strategies in teaching and learning within the classroom	✓	
A personal commitment to the continuing development of teaching skills in order to have a positive impact on pupil outcomes	✓	
Leadership & Management	Essential	Desirable
Able to clearly articulate a sense of ambition and ethos	✓	
An inspirational leader who is imaginative, creative and visionary	✓	
Able to plan, implement and manage change to effect improvement		✓
Able to hold self and others to account	✓	
Able to challenge underperformance and offer support or other action when appropriate	✓	
The ability to lead, manage and enthuse a team to become outstanding in terms of provision and ambition to push themselves and pupils to be the best they can be	✓	
The ability to use comparative data for benchmarking, target setting and intervention purposes		✓
Evidence of leading and managing whole school development		✓
An understanding of budgetary control and resource management		✓



Anglian Learning

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