



Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
comprehensive academy, NOR: 1131
Principal: Mr J P Russell

Required for January 2022

HEAD OF ENGLISH

Full Time

MPS/UPS £25,714-£41,604 + TLR 1.4 £14,030

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for rigour in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are now seeking to appoint an outstanding and ambitious teacher and leader as Head of English to join us in January 2022, following the relocation of the current post holder. 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.

To find out more about this role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

Closing date: Monday 27 September 2021 at 9.00 am

Interviews: Wednesday 29 or Thursday 30 September 2021

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 and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



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September 2021

Dear Applicant

Head of English

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application 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. 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. Like all schools, we have risen to the challenges of Covid-19 and still take a cautious approach although we look forward to this year without bubbles and other restrictions. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we have enabled all of our pupils to access the full curriculum and to be inspired by high quality teaching and learning within the restraints of what is possible.

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. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our focus is the achievement and wellbeing of our 1131 pupils within a school culture based on community, ambition, respect and endeavour. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 and 2021 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark 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 pupil 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.

The English Faculty has a well-deserved reputation for its caring, 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. We are now seeking to appoint a Head of English to join us in January 2022, following the relocation of the current post holder. 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.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our teaching staff application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Monday 27 September 2021. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Wednesday 29 or Thursday 30 September. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. 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.

Yours sincerely

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

Mr J Russell
Principal

The English Faculty



Sawston
Village College

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. In 2019 (and 2020) the Faculty achieved outstanding English results with 7% (7%) of SVC pupils securing a grade 9 in English Language and 9% (6%) in Literature. 81% (80%) of pupils achieved a grade 4 or above compared to a national average of 62% and 73% for Language and Literature respectively. Pupils continued to achieve well in 2021 with 8% of pupils securing a grade 9 in Language and 9% in Literature. Additionally, 83% of pupils achieved a grade 4 or above in Language and 86% of pupils achieved this in Literature.

Reasons to join us:

Committed and Experienced Team

You will join a strong team of teachers with a range of skills and experience:

- Jess Carman: Head of Faculty and ECT mentor
- Celia Harriss: Lead Practitioner, ITT professional tutor and ECT mentor
- Caroline Anderson: Second in Faculty and trainee mentor (PGCE)
- Annie Vincent: Teacher of English and trainee mentor (SCITT)
- Megan Tuckwood: Teacher of English
- Lucy Berrisford: Teacher of English
- Lucy Farrow: Teacher of English
- Matt Gaw: Teacher of English

We also have one Faculty-based teaching assistant: Anita Evans

High Standards

The attainment of pupils is above the national average and the English team work tirelessly to support pupils in achieving their target grades. Our record-achieving results in 2018 and 2019 are 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 SEN 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). 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. Year 7 and Year 8 are currently taught in mixed-ability groups but setting continues throughout all other year groups; 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. 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, Chromebooks, iPads and digital cameras.

There is an excellent College library with its own suite of computers, projector facilities and an extensive range of fiction and non-fiction texts.

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. 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.

Job Description

Head of English Faculty



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.

This job description is set in the context of the Teachers' Standards, which may be found at <https://www.gov.uk/government/publications/teachers-standards>.

Core Purpose	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.
Core accountabilities	<ul style="list-style-type: none"> • 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
Reporting to	Deputy Principal
Responsible for	English teaching team and other relevant personnel within the faculty
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
Salary/Grade	TLR 1.4

Key Tasks	
Responsible for the English curriculum	<p>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.</p> <p>Ensure all members of the department understand, articulate and implement the core principles of the English curriculum.</p> <p>Evaluate and develop the English curriculum to ensure effective progression, success in public examinations and to incorporate whole school initiatives including literacy and numeracy.</p>

<p>Responsible for standards of achievement, levels of progress and competency in English</p>	<p>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.</p> <p>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.</p> <p>Evaluate the standards being achieved by forensically analysing the performance of all pupils.</p> <p>Implement intervention strategies as appropriate to ensure all pupils make progress towards their targets.</p> <p>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.</p> <p>Take responsibility for recording and reporting pupil attainment including the preparation of data for examination and test entries in good time.</p> <p>Ensure that the work of the subject area is stimulating and engaging for all pupils.</p>
<p>Responsible for self-evaluation, quality assurance and strategic development</p>	<p>Maintain and act upon accurate self-evaluation of the subject's performance through regular lesson observations, work samples, pupil voice and other mechanisms.</p> <p>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.</p> <p>Develop, maintain and promote strong partnerships with parents to support teaching and learning.</p>
<p>Responsible for staff deployment and development</p>	<p>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.</p> <p>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.</p> <p>Plan and implement individual and department training programmes to ensure that teaching and learning is of high quality and high impact.</p> <p>Review the performance of staff, recognising and celebrating success and being prepared to address robustly any underperformance.</p> <p>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.</p> <p>Have full consideration for staff wellbeing and morale, promoting teamwork/collaboration and supporting colleagues as required.</p> <p>Demonstrate positivity, professionalism and the ability to motivate colleagues and pupils.</p>

Responsible for pupil wellbeing and their SMSC development	<p>Maintain a safe and productive learning environment for all pupils, dealing with discipline issues in accordance with the College's behaviour policies.</p> <p>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.</p> <p>Instil a sense of pride, worth and achievement.</p> <p>Promote and lead social, moral, spiritual and cultural opportunities, including those which are extracurricular in nature.</p> <p>Promote and maintain the College's child protection and safeguarding policies and procedures at all times.</p>
Responsible for efficient use of resources	<p>Use the available accommodation to create a stimulating environment to support teaching and learning, planning for future development.</p> <p>Monitor the use of the English teaching areas to ensure a high standard of condition is maintained, taking action as necessary to improve provision.</p> <p>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.</p> <p>Contribute to the development and maintenance of the College health and safety policy.</p>
Leadership	<p>Contribute to the strategic development of the College, helping to develop, implement and evaluate systems, policies and procedures.</p> <p>Actively promote the College, attend meetings and events as required and liaise with outside agencies to support the delivery of the school's aims.</p> <p>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.</p> <p>Evolve and develop personal leadership skills, contributing to and leading whole school initiatives as appropriate.</p>
Additional Duties	<p>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.</p> <p>To take responsibility for a mentor group as appropriate, actively promoting the whole school and specific year group aims and objectives.</p>

Other Specific Duties
<ul style="list-style-type: none"> • 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>

Person Specification Head of English Faculty



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Education	Essential	Desirable
Good honours degree in English	✓	
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	✓	

Professional Qualities	Essential	Desirable
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		✓

Leadership & Management	Essential	Desirable
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		✓

Application instructions and further information



How to apply

1. Complete the application form. This is available to download from the [vacancies](#) page on our website. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than two sides of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Louise Milne, HR Officer, to arrive no later than 9.00 am on Monday 27 September 2021, via email or post.
 - Email: to jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
 - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Denise Finch at jobs@sawstonvc.org.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of the Anglian Learning multi academy trust www.anglianlearning.org

