

**Building Brighter Futures**

RECRUITMENT PACK

Job Role: Head of English

Website: [www.inclusion.sheffield.sch.uk](http://www.inclusion.sheffield.sch.uk)

**Why we are here**

The Sheffield Inclusion Centre is on the up! We have just received a good rating from Ofsted [*https://files.ofsted.gov.uk/v1/file/50238878*](https://files.ofsted.gov.uk/v1/file/50238878)which is the result of a lot of hard work by staff and pupils. Our pupils, despite being permanently excluded, are our strength and it is a pleasure to work with them and their families to support learning. Please come and visit us to see for yourself our amazing children and staff.

Thank you for your interest in the vital position of Head of English.

We feel we are the most important school in Sheffield with some of the most vulnerable and at the same time vibrant children in the city. Many of our children have unsettled home lives and mental health difficulties. Therefore, it is important to role model behaviour and always show children unconditional positive regard.

Everything we do is based on relationships and building trust.

Our children have not had the best start to their young lives in education so we need to help them become ready to learn and then to accelerate their learning so we provide a brighter future with improved life chances.

We achieve this with a range of personalised learning pathways and by surrounding the young person with a team who care and believe in them. The team is made up of teachers, mentors, teaching assistants, therapists, youth workers, youth offending workers, transition coaches, etc. We are fortunate enough to be supported by a range of external agencies from the LA, the NHS and social care.

All our children have been permanently excluded from mainstream school. Some children are reintegrated back to mainstream. Young people come to us with unmet Special Educational Needs and in some cases a full assessment of need is carried out resulting in an Education, Health and Care Plan (EHCP). In some cases, these young people may be better placed at a Special School and again we will ensure we support that transition.

Across Sheffield we have 8 smaller campuses, please reference the website for locations. We also have four prevention bases that aim to prevent permanent exclusions.

**Our single purpose is based on these values**

* Everyone deserves a fresh start
* Everyone wants more success when they start to feel success
* Everyone functions and learns better when they feel safe and there are routines
* Everyone needs others to believe in them and care for them and respect them
* Everyone needs support to alter their behaviours and mindset
* Everyone needs to know about the opportunities in order to take them
* Everyone learns differently and at a different pace.

**Teaching & Learning**

Excellent Teaching and Learning is at the heart of unlocking a child’s potential, placing them firmly on the path to future success and brighter futures, whilst nurturing and supporting their wider development.

At the Sheffield Inclusion Centre our teaching and learning model is based on supporting our children to know more and remember more.

Each lesson builds in opportunities to check previous learning, deliver new content, model and support independent practice.

Reading plays a crucial part in our lessons and our children are supported and challenged to become familiar with new subject specific vocabulary.

**Curriculum**

We know when our children start with us they will have many gaps in their learning. This will be for a number of reasons. As educators our job is to quickly work out where the gaps exist and plug them, all the time building confidence and a sense of success they may not have experienced before.

It is vital that we have high expectations for our children so we give them the best start in life, tooled up with skills and knowledge ready for their next phase of learning.

Every minute at school should be seen as an opportunity to help the child to make progress whether it be academically or socially and emotionally.

The curriculum offered at the centre is personalised in order to meet the individual needs of each pupil.

​We look forward to receiving your application and please do not hesitate to request a visit or more information.

**About the Role**

**Job Title: Head of English**

**Contract:** Permanent

**Salary:** MPS or UPS plus TLR 2b and SEN1 allowance

**Start Date:** 1st September 2024

**Closing date: 20 May 2024**

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Are you hard working? Resilient? Do you have a great sense of humour? Do you want a role that may vary from day to day, bringing unique challenges and rewards? Can you work under pressure and to deadlines? Are you an excellent practitioner? Be able to work as part of a team? Then we want you!

We are looking for a passionate and enthusiastic Head of English to work within our secondary section preferably a specialist in English. We are seeking a dedicated and hardworking teacher who will be able to continue the work driving up standards towards good and outstanding.

We are looking for a Head of English who can:

* Deliver a curriculum with highly skilled differentiation and a strong focus on pupil engagement and creativity.
* Show dedication and patience in working with pupils with behavioural, emotional and social difficulties.
* Rise to the physical and emotional challenges of teaching students who are disaffected with education.
* Help our students make accelerated progress towards national expectations in all subjects.
* Show commitment to understanding and improving the life circumstances of all our pupils.
* Be an excellent team worker.
* Deliver outstanding provision to raise the attainment and achievement of our pupils.
* Have high aspirations for all of our pupils.
* The ability to assess the progress of learning, keep accurate assessment data and the potential to analyse the data.

You would work in a class with small group sizes. Many of our students also have underlying Special Educational Needs, and an understanding of some of the key features will be beneficial. We are looking for someone who is adaptable and enjoys the daily excitement of working in a challenging environment. No two days are the same. You will need to be a good team player, but confident to work on your own initiative.

For further details please contact our headteacher by email at Tuesday.Rhodes@inclusion.sheffield.sch.uk

A recruitment pack along with an application form is available via [www.sheffield.gov.uk](http://www.sheffield.gov.uk) – jobs page.

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.  Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

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| **Job Description** |
| Job Title: | English Lead |
| Grade: | Main Pay Scale or UPS plus TLR 2b and SEN1 |
| Responsible to: | Headteacher |
| Purpose of job: | To lead English across the school and teach designated pupils and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school’s ethos, aims and policies. To undertake tasks related to the development of a curriculum area. |
| Main Duties and Responsibilities: | The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**Employment Duties**To be performed in accordance with the provisions of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.**General Responsibilities*** To pursue the aims of the school in a positive manner and promote the agreed ethos
* To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
* To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
* To monitor and assess children’s progress and report to parents
* To implement and maintain the school’s policy on discipline and behaviour
* To support the school’s endeavours to meet the needs of its community
* Participate in the school’s performance management process

**Particular Responsibilities*** To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school
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**PERSON SPECIFICATION**

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| **Key Areas** | **Method of Assessment****Interview, Application Form, Assessment Exercises, References** |
| **(i) Professional experience** |  |
| * Qualified Teacher Status
 | Application Form |
| * Evidence of participation in professional development or study
 | Application Form |
| * Successful teaching experience or evidence of successful completion of initial teacher training
 | Application Form, References |
| * Working in a socially and culturally diverse school community
 | Application Form, References |
| * Knowledge of the National Curriculum requirements
 | Application Form, Interview, References |
| * Understands and is familiar with teaching and learning strategies
 | Application Form, Interview, References |
| **(ii) Ability to work within a professional team and to develop and promote the school’s ethos and values within the Primary Phase** |  |
| * Teaching to a high standard
 | Application Form, Interview, References |
| * Relates to and motivates pupils
 | Application Form, Interview, References |
| * Works well within and contributes to team development
 | Interview, References |
| * Understands and values the processes of planning monitoring and evaluation as an aid to raising standards
 | Interview, References |
| * Good classroom management
 | Interview, References |
| * Evidence of a commitment to an equal opportunities policy both in service employment
 | Application Form, Interview, References |
| **(iii) Ability to Communicate Clearly** |  |
| * Good written and oral communication skills
 | Assessment Process, Interview |
| * Good presentational and ICT skills
 | Assessment Process, Interview |
| * Clear and effective in meetings and in one-to-one discussions
 | Application Form, Assessment Process |
| * Skilled in conflict resolution
 | Application Form, Assessment Activities, Interview |
| **(iv) Ability to Lead** |  |
| * Clear vision for the future of education and able to think strategically, to identify opportunities for future developments and improvements
 | Application Form, Interview |
| * Identify a need for and understand a clear process for the implementation of change and improvement
 | Application Form, Interview |
| * Respond effectively and efficiently to daily challenges
 | Application Form, Interview |
| * To make decisions on the basis of sound judgement
 | Application Form, Interview |
| * Identify potential for individual development
 | Application Form, Interview |
| * Have strategies to monitor and evaluate developments
 | Application Form, Interview |
| * Have mentoring, motivational and coaching skills
 | Application Form, Interview |
| * Be a professional role model
 | Application Form, Interview |
| **(v) Personal Qualities** |  |
| * Be enthusiastic and determined
 | Application Form, Interview |
| * Able to work under pressure and recognise and manage stress
 | Application Form, Interview |
| * Have flexibility, sensitivity and tact
 | Application Form, Interview |
| * Commitment to ongoing and professional development
 | Application Form, Interview |

Thank you for your interest