

The Littlehampton Academy

Applicant Information Pack



Head of English

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From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following the first 'good' Ofsted grading for the academy in March 2022.

The Littlehampton Academy has a long- standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us. Our mission is encapsulated in the Woodard Academy Trust motto: **'opening minds, raising expectations, transforming lives'**.

Staff at The Littlehampton Academy, in all roles, in all teams and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

Teaching and learning is at the heart of everything we do at The Littlehampton Academy. We believe that learning takes place both inside and outside the classroom and we will always go "the extra mile" to allow our students to be successful.

As a member of the TLA team, you will have constant opportunities to develop and grow professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via personnel@tla.woodard.co.uk

Introduction to the Woodard Academies Trust

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

The Littlehampton Academy

The Littlehampton Academy is a large academy recently designated by Ofsted as "Good" in all categories and with a year 7 cohort this year exceeding all previous numbers. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

Why is The Littlehampton Academy a great place to work?

- An improving school with high expectations and high standards in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- Strong leadership: "Senior leaders have a clear vision for the school that is suitably articulated through the school's self-evaluation. They have worked hard to improve the quality of education, as well as teaching and behaviour. They have ensured that professional development is better planned and better personalised." (Ofsted 2022)
- A developing behaviour system that enables teachers to provide disruption-free learning and gives students the opportunity to fulfil their potential
- A strong emphasis on literacy across the curriculum
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities
- Up to nine INSET days per year, dedicated to developing teaching and learning skills
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students.

Benefits

- Pay scales in line with the School Teachers Pay and Conditions Document
- A contributory pension scheme - Teachers Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

Ofsted Report

Inspection of The Littlehampton Academy
Fitzalan Road, Littlehampton, West Sussex BN17 6FE

Inspection dates: 1 and 2 February 2022

Overall effectiveness **Good**

The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Sixth-form provision	Good
Previous inspection grade	Requires improvement

What is it like to attend this school?

Pupils study a broad and rich curriculum with a wide range of subjects. The curriculum matches the school's intentions and is taught by knowledgeable teachers. The accredited careers programme supports pupils' high aspirations. Sixth-form students receive valuable support and guidance on apprenticeships, employment and university.

Relationships between pupils and teachers are strong and based on mutual respect. The school aims to provide a caring and diverse educational environment where all pupils are known and nurtured. The school's chapel provides a haven for staff and pupils where everyone is welcome, everyone is included and everyone is respected. Pupils speak highly of the support for their welfare and well-being.

The values of 'Respect, Explore, Aspire and Persevere' are emphasised across the school. Pupils agree with these values, but say that some pupils are unkind and make offhand comments that are not nice. These are not always picked up by teachers. Pupils appreciate the presence of staff around the school. They speak positively about improvements in behaviour over time.

The full Ofsted report can be found on the Academy website: [here](#)

About the Role

For January 2024 we are looking to appoint a committed and inspirational Head of English to lead our team of specialists delivering English Language and Literature at key stages 3, 4 and 5.

The successful candidate will work with senior colleagues to deliver high quality teaching and learning, provide leadership and management of staff, develop enrichment opportunities for students and secure positive outcomes.

Our school is committed to providing excellent CPD at all levels, including weekly teaching and learning development for all and progression programmes for each career stage, from ECT to leadership.

Closing Date: midday on Tuesday 17 October 2023. *We reserve the right to close the vacancy before the closing date so please apply early.*

About You

The successful candidate will

- Have a clear vision on how to improve standards
- Have up to date knowledge of the curriculum and assessment requirements
- Be passionate about English
- Believe passionately that all children can achieve, no matter their starting point, background or needs;
- Have the highest expectations and standards
- Enthuse students with a passion for their subject and inspire them to give of their best
- Be flexible and resilient, with an unrelenting "can do" attitude
- Plan strategically using analytical thinking
- Be able to inspire colleagues and build teams
- Be able to support and challenge both staff and students whilst maintaining good relationships
- Be committed to personal and professional development

The Littlehampton Academy

Job Description - Teaching Staff



Head of English

Reporting to	SLT
Salary	TLR 1b
Responsible for	English Team

Role Context

To provide clear, cohesive leadership and direction in teaching and learning in the subject area, developing innovative teaching strategies and ensuring the delivery of high quality teaching and learning within the department.

Role Purpose

- To assist the Principal and SLT in fulfilling whole-academy objectives by providing exceptional leadership and management of English
- To ensure that all students are able to meet or exceed expectations in the subject
- To develop and maintain the highest standards of teaching and learning in the department
- To manage staff and resources effectively to support departmental targets and initiatives
- To establish a whole-academy profile for English outside the curriculum
- To support all staff and students in fulfilling the WAT motto: "Opening minds, raising expectations, transforming lives".

Main Duties and Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.

Strategic Direction (working with senior leaders)

- Establish a clear shared understanding of the importance of the subject in contributing to outcomes, opportunities and experience for all students
- Lead the department's strategic planning to ensure the successful delivery of English curriculum subjects
- Develop and monitor departmental plans for English to ensure best outcomes for students

- Develop and implement policies and practices for English which reflect the academy's commitment to expert teaching and learning and high expectations
- Use data effectively to identify students who are underachieving in English and create and implement effective intervention plans

Teaching and Learning

- Ensure appropriate curriculum coverage, continuity and progression in English for all students including more able, SEN and vulnerable
- Provide expert expert guidance, supporting whole-academy strategy, on the development of appropriate teaching and learning methods to meet the needs of both the subject and the students
- Evaluate the teaching of English across the team, both to identify areas of excellent practice to be shared and to take action to improve practice
- Track and analyse student performance data in accordance with academy policies and protocols, using this data to set targets and secure progress
- Monitor student progress and achievement within the subject
- Ensure effective development of literacy, numeracy and IT skills through the subject, as appropriate
- Develop an extended curriculum including links with th the local community, trips and visits

Leading and Managing Staff

- Build and develop the subject specialist team, working to enhance the teaching skills of others
- Establish clear expectations and good working relationships across the team to allow mutual support, delegating responsibilities and tasks appropriately
- Ensure the team retains a focus on improving and maintaining the highest standards in teaching and learning to allow students to achieve best outcomes
- Model the highest standards in teaching and learning, sharing best practice and working with senior staff to challenge underperformance appropriately
- Implement the academy appraisal policy and processes so as to provide a positive framework for staff development and achievement
- Deliver appropriate induction for all new staff and ensure trainee and early career teachers are appropriately guided, monitored, supported and assessed
- Ensure department staff liaise effectively with parents and students
- Establish a culture of accountability within the department
- Support the senior team and other colleagues with implementing Trust staff policies e.g. sickness absence

Effective Deployment of Resources

- Monitor the requirement for staff and resources to identify priorities
- Manage the department's capitation budget to provide effective resources to deliver the curriculum
- Use risk assessments to ensure a safe working and learning environment as appropriate

The responsibilities outlined above are in addition to those required of a subject teacher. All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues.

The Littlehampton Academy

Person Specification



Head of Subject

A = Application R = Reference I = Interview or assessment E = Essential D = Desirable

A	Qualifications	E or D	Assessed via
1	Good honours degree in relevant discipline and QTS	E	A
2	Interest in pursuing further academic qualifications (e.g. MA, NPQML)	D	A/I
B	Experience and knowledge	E or D	Assessed via
1	At least two years' experience of successful teaching at secondary level (including GCSE) across the ability range	E	A/I
2	A proven track record of good or better outcomes for all students	E	A/I
3	Evidence of relevant CPD	E	A/I
4	Experience of leading a team	D	A/I
5	Secure knowledge of the characteristics of effective teaching, learning and assessment	E	A/I
C	Skills and abilities	E or D	Assessed via
1	Ability to establish and maintain strong relationships with staff, students and other stakeholders	E	A/I/R
2	Ability to work effectively as a member of a team	E	A/I/R
3	Ability to lead, motivate and inspire colleagues	E	A/I/R
4	Ability to hold others to account through effective line management	E	A/I/R
5	Ability to undertake a range of quality assurance procedures effectively	E	A/I/R
6	Ability to manage potentially difficult situations with sensitivity	E	A/I/R
7	Ability to manage challenging student behaviour effectively, within designated procedures	E	A/I/R
8	Ability to analyse, evaluate and present data effectively	E	A/I/R
9	Ability to communicate effectively, both in writing and orally, at an appropriate level	E	A/I/R
10	Ability to meet deadlines	E	A/I/R
11	Strong IT skills	D	A/I

D	Motivation	E or D	Assessed via
1	Commitment to ensuring the health, safety and wellbeing of all children and young people	E	I/R
2	Appropriately motivated to work with children and young people and to build and maintain appropriate relationships	E	I/R
3	Committed to optimum performance and continuing professional development	E	I/R
4	Commitment to the ethos and values of the academy	E	I
E	Personal qualities	E or D	Assessed via
1	Self-motivated and enthusiastic, with a passion for improving teaching and learning	E	A/IR
2	Emotional resilience appropriate to role	E	A/IR
3	Self-reflective	E	A/IR
4	"Can do" attitude	E	A/IR
5	Strong team ethic - willingness to "go the extra mile"	E	A/IR

All post-holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list should not apply.

Safer Recruitment Declaration

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

Other Pre-employment Checks

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

Equality, Diversity and Inclusion

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://www.eteach.com/careers/littlehamptonacademy/>

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information.

Deadline for receipt of applications	Tuesday 17 October (midday)
Interview Date	tbc

For queries or to arrange a visit to the Academy, please contact the HR department on:

Tel. **01903 711120**
Email personnel@tla.woodard.co.uk