



The
3-18
Education
Trust

Applicant Information Pack

HEAD OF ENGLISH



Respect - Resilience - Success



Information about our School

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing a quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of the sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

Please visit our website <https://thomasadams.net/> for further information.

You can also find out the latest news via our social media pages



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

Our Vision

***Outstanding education and care that will allow
every young person to reach their potential,
regardless of their starting point: life opportunities***

Information about the Trust

Thank you for expressing an interest in working within our Trust. Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham Primary School, a 4-11 school in Shrewsbury. In March 2020, Thomas Adams, an 11-18 co-educational community school, sixth form and boarding house in the centre of Wem joined the Trust.

The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

“The value of the individual, the benefit of the team”

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Benefits of working at Thomas Adams School, part of the 3-18 Education Trust

- Attractive, open air site
- Development and career opportunities available across the Trust
- Employee Assistance Programme (access to free financial, legal, health, counselling advice)
- Member of the Valued Worker Scheme (accredited to the Trust by NASUWT, Unison and GMB)
- Disability Confident Employer
- Cycle to Work Scheme
- Canteen with freshly cooked menus each day

Teaching School Hub

The Trust has Teaching School Status, with The Priory School, Shrewsbury being selected to provide high-quality professional development to teachers and leaders and has recently become a Teaching School Hub; this provides development opportunities for any future applicant.



Michael Barratt, Chief Executive Officer, 3-18 Education Trust

Job Description

Title of Post:	Head of English
Post Status:	Permanent, Full-Time
Salary Range:	MPS/UPS + TLR (£10,205)
Accountable to:	Deputy Headteacher



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Purpose

- To lead and manage the day-to-day delivery as well as the future development of the English curriculum at The Thomas Adams School.
- To provide a supportive environment in which teachers are able to deliver inspiring, creative lessons that motivate students to excel in English and achieve in line with or beyond expectations based on prior attainment.
- To ensure the very highest standards of attainment in English by:
 - providing an inspiring curriculum delivered in a stimulating and engaging manner;
 - ensuring the highest quality of learning and teaching;
 - embracing the use of new technology and;
 - employing highly effective assessment procedures consistently across the department to inform future learning.

This job description is additional to the duties outlined in the latest School Teachers' Pay and Conditions Document in accordance with the school's policies and under the direction of the Headteacher. A summary of the key accountabilities is included below.

Leading and Managing

- In line with whole school policy and supported by the Deputy Head – Curriculum, the Head of English will:
- Develop and communicate a clear vision for establishing a positive culture and identity for English.
- Provide a clear direction and purpose by developing policy and influencing practice.
- Facilitate and encourage leadership opportunities for members of the English team in line with the whole school development of distributed leadership.
- Ensure that clear and consistent expectations are established across English in terms of:
 - The standards of behaviour following school policy
 - The attitude towards learning
 - Attendance and punctuality
 - Standards of achievement (attainment and progress)
 - Assessment (summative and formative)
 - Use of new technology
- Evaluate the effectiveness of English and identify areas for development that feed into the departmental Development Plans.
- Involve and motivate staff including other relevant professionals.
- Lead team meetings.

- Identify the CPD needs of the English team and where necessary provide support in order to address needs identified through self-evaluation and to ensure that the vision for English is realised.
- In managing the day-to-day delivery of the department, the Head of English will:
 - Monitor the work of the English team, identify strengths and support weaknesses.
 - Lead in the implementation of Health and Safety procedures and policies.
 - Act as Team Leader for nominated members of the English team and complete relevant PM documentation/observations/reviews.
- Ensure that there is a consistent and effective record keeping in terms of:
 - Attainment and progress tracking
 - Behaviour
 - Assessment data
 - Quality of learning and teaching
- Monitor the progress of groups of students and identify those likely to underachieve in English.
- Ensure that there are clear policies in place to provide consistency and support the English team in their day-to-day work, including risk assessment.
- Ensure the efficient and effective deployment of capitation.
- Ensure there is effective communication between school and home in terms of the progress of students in English, to celebrate success and tackle underachievement.
- Monitor intervention strategies so that parents are kept informed, positive partnerships are maintained and parents are supportive of the work of the English team.
- Ensure Curriculum team meetings are convened, accurately recorded and actions are identified.
- Ensure that relevant records are kept and that any relevant documentation is completed to ensure that statutory requirements are met.
- Liaise with the Exams Officer to ensure students are accurately entered for public examinations.
- Evaluate the work of English in line with the calendared evaluation cycle and complete the required documentation.
- Develop an annual development plan that reflects school priorities and key areas for development in English.
- Ensure that the English area is a safe, tidy and stimulating place to learn through managing resources and ensuring displays are refreshed regularly.
- Gather and analyse the views of learners and other stakeholders, when appropriate, as part of the curriculum area's self-evaluation process.
- Delegate, as appropriate, aspects of the role to other members of the departmental team.
- Attend Subject Leaders' meetings and play an active role in the development of the school.
- In addition, the successful candidate will be part of the school's Extended Leadership Team. This is made up of the Core SLT (4 people), Heads of English, Maths and Science, Head of Boarding, SENDCo, KS5 Coordinator and DSL. This groups meets regularly, with a set agenda to drive the school vision and have impact on the improvement of the school.

The postholder may be asked by the Headteacher or Local Governing Body to undertake other duties reasonably regarded as falling within the responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.

Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> Degree B.A, B.Ed or higher Teaching qualification in English Ability to teach English up to KS4. Qualified teacher status 	<ul style="list-style-type: none"> Professional qualifications: for example, Leading from the Middle Ability to teach English up to A level in at least one of the English A Levels offered (Language, Literature & Combined) Evidence of further Professional Development in English – e.g. examiner, moderator 	<ul style="list-style-type: none"> Application Form Letter of application
Experience	<ul style="list-style-type: none"> Proven track record as an excellent subject teacher Proven record as a manager Ability as a Form Tutor Evidence of wider educational interests Experience of leading aspects of English in previous role(s) 	<ul style="list-style-type: none"> Experience of monitoring and evaluating the quality of learning and teaching Experience of leading NQTs and ATs 	<ul style="list-style-type: none"> Letter of Application Selection process References
Shaping the future	<ul style="list-style-type: none"> Ability to implement whole school developmental strategies in English Ability to develop an exciting and enjoyable English curriculum Ability to shape the future of English teaching throughout the school Ability to consider whole-school strategies and view the implications professionally 	<ul style="list-style-type: none"> Ability to lead relevant staff development sessions 	<ul style="list-style-type: none"> Letter of Application Selection process References
Learning and Teaching	<ul style="list-style-type: none"> Ability to challenge, support and motivate students Ability to monitor and evaluate student performance 	<ul style="list-style-type: none"> Experience of, and sensitive to, the needs of teaching students with SEN and G&T 	<ul style="list-style-type: none"> References Selection process

	<ul style="list-style-type: none"> • Ability to meet challenging targets • Awareness of key developments in teaching and learning • Understanding of how ICT can enhance the learning process 	<ul style="list-style-type: none"> • Experience of leading CPD in English 	
Skills and Knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	<ul style="list-style-type: none"> • Understanding of school finances and financial management • Experience on a governing body 	<ul style="list-style-type: none"> • References • Selection process
Personal Qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Cheerful and enthusiastic • Dynamic, positive, organised and constructive • Excellent communication skills 		<ul style="list-style-type: none"> • Selection process
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to equality of opportunity. • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 		<ul style="list-style-type: none"> • References • Selection process

The Thomas Adams School

Low Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: enquiries@thomasadams.net



The
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Head of English

MPS/UPS + TLR (£10,205)

Permanent, Full-time

Required for September 2021

We are seeking to appoint an enthusiastic, hard-working, innovative and talented leader. The School, is a dynamic, forward-looking 11-18, mixed community school with 1200 students on roll including 200 in the Sixth Form. We also have our thriving boarding provision, Adams House, with accommodation for up to 60 boarders from the UK and overseas. In its most recent Ofsted report, the school, sixth form and boarding house was designated as 'Good'.

We would like to hear from you if you:

- are passionate about English
- are an excellent classroom teacher
- want to ensure the fulfilment of all children's potential
- want to encourage an enthusiasm for English for all children
- want to lead and support a committed, dedicated and highly-motivated team
- want to lead and develop a successful and high achieving department

Thomas Adams has a strong reputation and is regularly oversubscribed.

For applications and further details, please telephone Mrs Belinda Howells, Headteacher's PA, at the school or email bjh@thomasadams.net

Applications are also available on our website www.thomasadams.net

Closing date: **9.00 am on Tuesday 13th April 2021**

Interview date: **Friday 23rd April 2021**

Before or after making your application, you are welcome to contact the school to arrange a visit or for further information. Please telephone Belinda Howells, Headteacher's PA on 01939 237000.

Thank you for your interest in this post. I look forward to hearing from you.

Mark Cooper
Headteacher

The 3-18 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.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.