



**BEACON  
ACADEMY**

AMBITIOUS FOR EXCELLENCE

# HEAD OF KS3 ENGLISH



**MARK**  
Education  
Trust

Information for applicants  
**September 2023**

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## Welcome to MARK Education Trust

After operating as a Single Academy Trust for several years, we were delighted to become a fully functioning Multi Academy Trust when Uplands Academy joined our first school, Beacon Academy, on September 1<sup>st</sup> 2022.

Our trust's motto is 'ambitious for excellence' and this applies to all aspects of its work, including governance. From September 1<sup>st</sup> 2022, our trust moved from being a multi academy trust operating as a single academy trust, to a fully functioning multi academy trust containing our two East Sussex based secondary schools, Beacon Academy in Crowborough and Uplands Academy in Wadhurst.

### **Our trust's mission statement is:**

MARK Education Trust provides the best possible education for our students, preparing them for life, so they can stand equally alongside their peers, locally, nationally and globally.

### **The guiding values of MARK Education Trust are:**

M – Motivated: to create exceptional, caring and safe educational establishments

A – Ambitious: high expectations of staff and students

R – Resourceful: ensuring efficiency and value for money

K – Knowledgeable: valuing learning for life

### **Our vision**

#### **MARK Education Trust will create:**

- Schools with their own strong identity underpinned by shared values
- Schools with expertly taught broad and balanced curriculums which give students the knowledge they need to further their education and thrive in adult life
- Schools which through collaboration constantly improve so that they are recognised for their outcomes at a local, regional and national level
- Schools which are the school of choice for their community and the employer of choice for the best professionals
- Safe and happy environments which enable students and staff to thrive and succeed
- Governance, leadership and management which is robust at all levels, ensuring that the trust is fully accountable to its stakeholders
- A strategy of 'growth with care', ensuring that the trust is able to meet the needs of and invest in its own academies as well as the capacity to support further academies

# Letter from our Executive Headteacher



## **Post of Head of KS3 English**

We are seeking applications from dedicated and hardworking professionals with a desire to work in a thriving and supportive 11-18 Academy. The successful candidate will be experienced, enthusiastic and self-motivated, with strong organisational skills, and ready to play a significant role as Head of Key Stage 3 English.

### **Context**

We are a split site, semi-rural, mixed 11-18 non-selective converter academy with approximately 1630 students, including over 250 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of destinations within the South East, including Brighton, Eastbourne, Lewes and Tunbridge Wells.

Our catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. We are an oversubscribed school. We draw students from more than 10 primary schools in Crowborough and the surrounding areas. We also attract applications from an increasing number of students outside of our catchment area, however, due to our oversubscription we are generally only able to offer places to those within our pre-defined community area.

Our sixth form provision is accommodated entirely at our Green Lane site, an 800m five minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

### **Vision, culture, expectations and outcomes**

Our vision is to provide the best possible education for all of our students and to be ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

At Beacon Academy there is an expectation that as staff and students, we will work hard, be ambitious, self-motivated, inquisitive, resilient and determined to succeed. Our students work incredibly hard, are polite, respectful, well behaved, well presented and ready to learn. They are expected to be caring, considerate and tolerant in lessons, social time and whilst travelling to and from school. These areas are reinforced and adopted positively by staff and students alike – there is a tangible sense of pride in being part of Beacon. Our students are meticulously supported by our experienced, loyal, highly skilled and highly effective team of staff. This includes a dedicated, non-teaching Student Support Team consisting of a Head of Year (teaching staff) and an Assistant Head of Year (non-teaching staff) for each year group who support them throughout their time at Beacon Academy.

The rigorous focus on all of our students as unique individuals is paramount. There is an unprecedented determination and commitment from everyone who works at Beacon that they will succeed. We work diligently on our unapologetically high expectations and standards, allowing us to foster exceptional relationships in an environment that is consistently calm, safe, happy and orderly. I have no doubt that the combination of this with our broad, balanced curriculum and outstanding teaching contributes significantly to our sustained improvements across the board. Our latest A-Level and GCSE results are testament to this and to the teamwork of our phenomenal students and staff.

### **Exam Success**

We consistently achieve well above average outcomes for our students. Progress 8 is the Government's main performance measure and reflects the value that schools add to the progress of their students in respect of their final GCSE grades, compared to that of their peers of similar prior ability across the country. In 2022 our Progress 8 score was 0.63 and in 2019 it was 0.97. As a non-selective, non-denominational, non-fee-paying school, we are immensely proud and delighted to have received this confirmation, once again, of our high-ranking position. We are in an esteemed group of 6% of schools nationally who are now categorised as 'well above average' for two years in a row. There are approximately 25 schools nationally who have been above us for each of the last three years (0.7% of all schools). As ever, this is a reflection of our vision and our determination to consistently provide the best possible education for all of our students, and to become an exceptional school for our community, both locally and nationally.

We are incredibly proud of our Sixth Form students. In 2022, 100% of students who applied to University were successful in meeting the requirements for an offer, with 32% of those students leaving to attend a prestigious Russell Group University.

### **To apply**

Once again, thank you for your interest in the post of Head of KS3 English. Further details are provided in this pack on how to apply for this role. Completed application forms should be e-mailed to the HR Department at [hr@beacon-academy.org](mailto:hr@beacon-academy.org)

If you wish to have an opportunity to discuss this post informally, please contact our HR department on 01892 603000, or email [hr@beacon-academy.org](mailto:hr@beacon-academy.org).

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



**Anna Robinson**  
**Executive Headteacher**



# The English Department

We are a large and highly successful department, with ten teaching staff. English at Beacon Academy has a long tradition of academic excellence. Consequently, a strong cohort of students progresses on to English Literature at A-Level.

Our main priorities are to develop articulate students who write inventively; encourage a love of reading, and to sharpen the critical and analytical faculties of all our students. We offer a knowledge-based curriculum which is both challenging and traditional. Our students are required to read a wide range of literary texts across a range of forms. Our links with the English Faculty at the University of Sussex are strong. In addition, we work closely with other local English departments to develop good practice.

In recent years, the department's outcomes at both KS4 and 5 have been well above national averages. In 2022, our KS4 outcomes for English Language have placed us in the top 12% in the country for progress. Additionally, 12% more students achieved a grade 4+ at Beacon than similar students nationally, putting us in the top 3% of schools in the country. The department is led by a Head of English, supported by three middle management leaders, each with individual responsibility areas.

Departmental Staffing Structure	Deputy Headteacher: Ms Zoe James Head of English: Ms Rachel Lovera Second in Charge: Dr Mark Fairbanks Head of KS3: Ms Anna Phillips Literacy & EAL Coordinators: Mrs Liz Hamilton-Brown and Miss Billie Norris
Curriculum	KS3: <a href="#">Please see our website</a> KS4: Eduqas GCSE English Language & English Literature KS5: Eduqas English Literature A-level
2022 Results KS4 & KS5	A level English Literature: 70% A*-B, 50% A*-A  GCSE English Language 4+ 88% GCSE English Literature 4+ 84% GCSE English Language 5+ 72% GCSE English Literature 5+ 73%  4+ in English Language or English Literature 90% 5+ in English Language or English Literature 77% 7+ in English Language or English Literature 31%

# Job Description

<b>JOB TITLE:</b>	<b>Head of Key Stage 3 English</b>
<b>JOB PURPOSE:</b>	To ensure that the negotiated aims and objectives of the department (which reflect those of the Academy) are achieved by enabling staff to deliver the curriculum effectively.
<b>ACCOUNTABLE TO:</b>	Head of English
<b>ACCOUNTABLE FOR:</b>	All staff who teach and provide support within English Key Stage 3 subject area

KEY ACCOUNTABILITIES	KEY TASKS
<p><b>THE LEADERSHIP OF POLICY</b> Involved in the review, development and presentation of Academy and government aims, policies and objectives. To develop supportive relationships within the Academy and the community.</p>	<p><b>To:</b></p> <ul style="list-style-type: none"> <li>a) To take part in implementing the above in the department.</li> <li>b) Lead, co-ordinate and evaluate the work in Key Stage 3 in relation to the teaching of English at Beacon.</li> <li>c) To take responsibility for the development of schemes of work, assessment and lesson planning in Key Stage 3.</li> <li>d) Ensure that the Department environment and ethos is understood by all and underpins and enhances students' learning and rewards students' achievements.</li> <li>e) Undertake all precautions to safeguard the health and safety of students and staff at all times within the subject area.</li> </ul>
<p><b>THE LEADERSHIP OF LEARNING</b> Accountable for the quality of leaning offered to the students.</p>	<p><b>To:</b></p> <ul style="list-style-type: none"> <li>a) Generate, disseminate, discuss, implement and evaluate curriculum for the Key Stage 3 area.</li> <li>b) Review student's work across the age and ability ranges.</li> <li>c) Monitor and evaluate the work of the English team in Key Stage 3 in relation to the teaching of English including marking and feedback audits and reviewing the impact of teaching and student progress.</li> <li>d) Monitor, track and analyse relevant data to make judgments' to ensuring progress of all students.</li> </ul>

# Job Description

KEY ACCOUNTABILITIES	KEY TASKS
<p><b>THE LEADERSHIP OF PEOPLE</b> Accountable for the effective leadership and co-ordination of those teaching in the key stage.</p>	<p><b>To:</b></p> <ul style="list-style-type: none"> <li>a) Create, maintain and enhance effective relationships and provide support as necessary.</li> <li>b) Ensure planning and effective feedback</li> <li>c) Ensure cover work is produced when necessary for members of the team.</li> </ul>
<p><b>THE LEADERSHIP OF RESOURCES</b> Accountable for the allocation and monitoring of material resources within the key stage.</p>	<p><b>To:</b></p> <ul style="list-style-type: none"> <li>a) Liaise with the Head of English to manage efficiently and cost-effectively the resources available to the Department and set up systems to ensure good stock maintenance.</li> <li>b) Ensure resources are used to create and maintain an effective, safe learning environment</li> <li>c) Ensure resources are printed as necessary</li> <li>d) Monitor and evaluate the use of the physical environment</li> <li>e) Monitor and make the Assistant Headteacher English aware of Health and Safety issues.</li> </ul>
<p><b>THE LEADERSHIP OF COMMUNICATIONS</b> Communication between specific subject area and subject Director of Learning</p>	<p><b>To:</b></p> <ul style="list-style-type: none"> <li>a) Provide information to the Head of English on Key Stage success and areas for development</li> <li>b) Advise the Head of English on relevant Inset needs and other opportunities</li> <li>c) Keep abreast with developments in the key stage area</li> <li>d) Attend relevant courses and disseminate the information to the department</li> <li>e) Ensure the department handbook communicates the correct information linked to the key stage area.</li> <li>f) Work with the Head of English to maintain a high profile of the department within the Academy and community</li> </ul>

**Beacon's teachers are also accountable for promoting a positive image of the value of education within the student body of the Academy and in the wider community. Other whole Academy responsibilities include tutoring, or a commitment to the Academy pastoral system, attendance at INSET and other reasonable duties as directed by the Headteacher.**

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 entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



# Person Specification

ESSENTIAL	DESIRABLE
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Graduate &amp; Qualified teacher</li> <li>Good academic background</li> <li>Up to date knowledge of subject area</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Commitment to professional development</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Secondary teaching experience or practice - all age groups 11-18 and all abilities</li> <li>Good teacher</li> <li>Team Working and involving others</li> <li>Holding people accountable and setting boundaries / demanding performance</li> <li>Challenge and support to strive for the best possible provision</li> <li>Ability to gather information</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Large comprehensive school</li> <li>Experience of working in a community school</li> </ul>
<p><b>Philosophy</b> <i>Commitment to:</i></p> <ul style="list-style-type: none"> <li>The principle of inclusive comprehensive education</li> <li>Equality of opportunity</li> <li>The responsibility of contributing to whole team effort</li> <li>Developing potential, creating development opportunities</li> </ul>	<p><b>Philosophy</b></p> <ul style="list-style-type: none"> <li>An understanding of your subject as part of the whole curriculum</li> </ul>
<p><b>Skills</b> <i>You will need to be an effective:</i></p> <ul style="list-style-type: none"> <li>Teacher</li> <li>Communicator</li> <li>Strong IT skills (with a willingness to develop further)</li> <li>Able to develop others</li> </ul>	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>Team player with vision, energy and enthusiasm</li> </ul>	



## Staff Testimonials

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting-edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

**Senior Deputy Headteacher**

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

**Teacher of Mathematics**

# Applications

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in a school with sustained improvement and a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form.
2. Provide a letter of application that is no longer than 2 sides of A4. It is recommended that your letter is structured according to the main headings of the person specification. Please include any achievement data that are applicable to the role you are applying for. If possible, this should be across 3 years; otherwise please provide your latest set of results.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff.

The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2023.

Further information can be found on our website.

Completed applications should be sent to:

Human Resources  
Beacon Academy  
North Beeches Road  
Crowborough  
East Sussex TN6 2AS  
Telephone: 01892 603000  
Email: [hr@beacon-academy.org](mailto:hr@beacon-academy.org)

