



# HONITON COMMUNITY COLLEGE

**Recruitment Pack**

**Lead Practitioner - English and Literacy**



**Ted  
Wragg**  
TRUST

# Welcome to Honiton Community College

At Honiton Community College the word 'community' is key. We are part of a thriving market town in the East Devon area of Outstanding Natural Beauty. Honiton is close to the coast and sits between the University town of Exeter and the Somerset county town of Taunton.

Our College has a diverse Student body joining us from the surrounding farms and outlying villages, as well as from Honiton itself. We are fortunate to have a number of feeder primary schools with whom we work closely through our well-established Honiton Learning Community.

Closely partnering with these schools ensures numerous opportunities for both staff and children to collaborate, learn together and grow together. The aim is to secure high achievement and maximise outcomes, aspirations and wellbeing for all children and young people in the learning community.

Just as we are committed to ensuring the best for our students, so too is this true of our commitment to our colleagues. We want you to reach your full potential and enjoy the benefits of working as part of a friendly, collaborative and professional team.

We actively encourage continuing professional development and strive for a working environment which innovates and celebrates success.



Principal,  
Alex Kirkbride



# Appointment Information

## Lead Practitioner - English and Literacy

**REQUIRED FROM SEPTEMBER 2024**

**Permanent, full-time position**

**Salary range: L1 - L4**



Honiton Community College has an exciting opportunity for an innovative, motivated and capable teacher of English to join us as Lead Practitioner (English and Literacy). You will form an integral part of our Extended Leadership team, leading on the College literacy strategy, and will have a direct impact on the quality of teaching, learning and student progress.

You will be an enthusiastic subject specialist able to teach and inspire students across the age range, supporting them to achieve the very best outcomes. You will have the ability to engage and develop our staff to secure outstanding teaching, learning and assessment across the English Department and the wider College.

This is an exciting opportunity to join our team of highly respected, friendly and supportive colleagues, and work in a thriving and forward-thinking school, situated in a beautiful part of East Devon. Honiton Community College is a popular and successful college, with a flourishing Post-16, a strong academic record, and exceptional extra-curricular richness and diversity. Our students are motivated and keen to learn, and they deserve outstanding teachers and leaders.

Please request a tour of the college if you are interested in this post. You will find that the students, staff, and Honiton community are an exciting prospect for any potential new member of staff.

When completing your supporting statement, please refer to the Job Description and Person Specification and let us know how your knowledge, skills and experience meet the requirements listed. However, we are also interested in hearing about your strengths, the elements of your work of which you are most proud, and the ways in which you feel you could make a contribution in this role.

Please email Alice Hunter on [HR@honiton.college](mailto:HR@honiton.college) with any questions or to submit a completed application form.

**Honiton Community College and the Ted Wragg Trust are committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.**

Closing date: Midday on Monday 26th February 2024

Interview date: Week commencing 4th March 2024

Start date: September 2024

# Job Description

## Lead Practitioner - English and Literacy

### 1. Key Purpose of Job

- To teach English across the age and ability range in accordance with the requirements of a professionally qualified teacher.
- To develop and lead the literacy strategy across the college.
- To have a direct, positive impact on the quality of teaching, learning and student progress across the college and, where required, in other schools or settings.
- In consultation with the Associate Assistant Principal (English), lead, manage and develop the teaching of English across the college, ensuring a consistent approach to quality and standards.
- To secure outstanding Teaching, Learning and Assessment across the English department and the college that produces outstanding outcomes for students and to be accountable for high standards of teaching and learning, student progress, improved attainment, support and challenge for students across all key stages.
- To contribute to policy development at Senior Leadership level.
- To inspire and engage staff and students in the vision for the college and to ensure an outstanding learning environment which is engaging for all learners.

### 2. Anticipated Outcomes

- Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
- Everyone contributes to the development of students' literacy; it is prioritised, valued and woven into our culture at HCC.

### 3. Responsibilities as a College Leader

- To contribute to policy development at Senior Leadership level.
- To raise the profile of Literacy at Senior Leadership level and the wider community.
- To help ensure the quality of Teaching and Learning both within the Department and across the college.

### 4. Key Duties and Accountabilities

- Teach English across the age and ability range in such a way as to challenge and inspire all students, with clear objectives, delivered in line with department schemes of work and college policies.
- To develop, lead and monitor the whole college literacy strategy, reporting on progress at Senior Leadership level.
- To develop, implement and evaluate policies and practice that will underpin and drive college improvement and to promote collective responsibility for implementation of policies and practice.
- To provide practical support for teachers that enables them to improve their teaching skills and confidence in supporting literacy development, resulting in positive impact on pupil progress and attainment.
- Plan and deliver lessons to students according to their educational needs and with reference to prior attainment, SEN and EAL as required, striving to ensure equal opportunities for all and no gaps in achievement between particular groups.



# Job Description

## 4. Key Duties and Accountabilities

- Advising teachers on the most effective way to support disadvantaged students and those with SEN.
- To plan and implement a high quality curriculum within the English Department, along with English Leaders.
- To keep up to date with subject knowledge and to ensure that English and our Literacy Strategy is in line with and covers the National Curriculum and that teaching and learning in that subject is innovative, engaging and relevant to the needs of the pupils, typical activities will normally include:
  - Modelling aspirational teaching, team teaching, observing lessons and advising teachers how to improve the quality of their teaching;
  - Scrutinising teachers' planning, pupils' work and marking and giving feedback for improvement;
  - Leading training sessions;
  - Ensuring that colleagues are kept up to date with new initiatives;
  - Coaching, mentoring and induction of teachers, ECTs and trainees;
  - Advising on practice, research and CPD opportunities;
  - Advising on the use of assessment for learning and its impact on pupil progress;
  - Overseeing assessment of the subject;
  - Evaluating the learning environment and supporting colleagues in developing an engaging and interactive environment that promotes learning for all;
  - Advising teachers on the effective deployment of additional adults in the classroom for the best impact on pupil outcomes;
  - Providing support to teachers who are experiencing difficulties in performance including those being supported through a managerial support programme or going through a capability process.
- To introduce and deliver new initiatives and support others to integrate recent developments.
- To support colleagues in providing learners, parents and carers with timely, accurate and constructive feedback on attainment, progress and areas for development.
- To provide advice to colleagues on the development and well-being of pupils.
- To research and draw on research outcomes and other sources of external evidence to inform and extend own practice and that of colleagues.
- To use the outcomes of formative and summative assessment, including analysing statistical information, to identify and address areas requiring improvement.
- To take a lead in planning with colleagues in order to promote effective practice and identify and explore links within and between subjects/curriculum areas.
- To support colleagues to understand college, local and national statistical data as a basis for improving teaching and learning.
- To work effectively as a team member and promote collaboration, supporting others to develop such skills.
- To contribute to the professional development of colleagues using a broad range of techniques and skills e.g. coaching and mentoring, demonstrating enhanced and effective practice, and effectively providing advice and feedback.
- To be able to make sound judgements of standards of teaching and give constructive feedback and advice to colleagues.
- To work effectively with colleagues at all levels, acting as a key link in supporting the senior leadership team to implement new policies and practice across the college.
- To undertake outreach work in other settings and locations as required.
- To maintain the Teachers' Standards as set out by the DfE.

# Job Description

## 5. Supervision and Line Management Responsibilities

- Support and collaborate with the Performing Arts teacher to ensure the literacy and drama curriculums complement each other.
- Oversee the development of the Library and associated support staff.

## 6. All Staff Responsibilities

- Ensure an appropriate individual response to whole College priorities.
- Prepared to teach across the age and ability range.
- Support the personal and social development of students within the College.
- Engage actively in the Appraisal Process.
- Implement all College policies.
- Attend meetings as required, contributing where possible and appropriate.
- Pay due regard to Health and Safety in respect of all members of the College community and report matters which compromise this, appropriately.
- All staff at Honiton Community College are required to take responsibility for Safeguarding and promoting the welfare of the students and will undergo an Enhanced DBS check.
- Follow the College safeguarding policy and report any concerns immediately to the DSL/DDSL.
- Supervisory duties during break, before, after college, and/or lunchtime.
- Playing a part in the extra-curricular life of the College.

## 7. Personal Qualities

- Actively support and promote the curriculum, pastoral and spiritual aims of the College.
- Committed to teamwork within all aspects of the College.
- Pro-active in terms of furthering their professional knowledge and skills.
- Punctual for all commitments.
- Professional in the way that they carry out all aspects of their role and in their relationships with all members of the College community.



# Person Specification

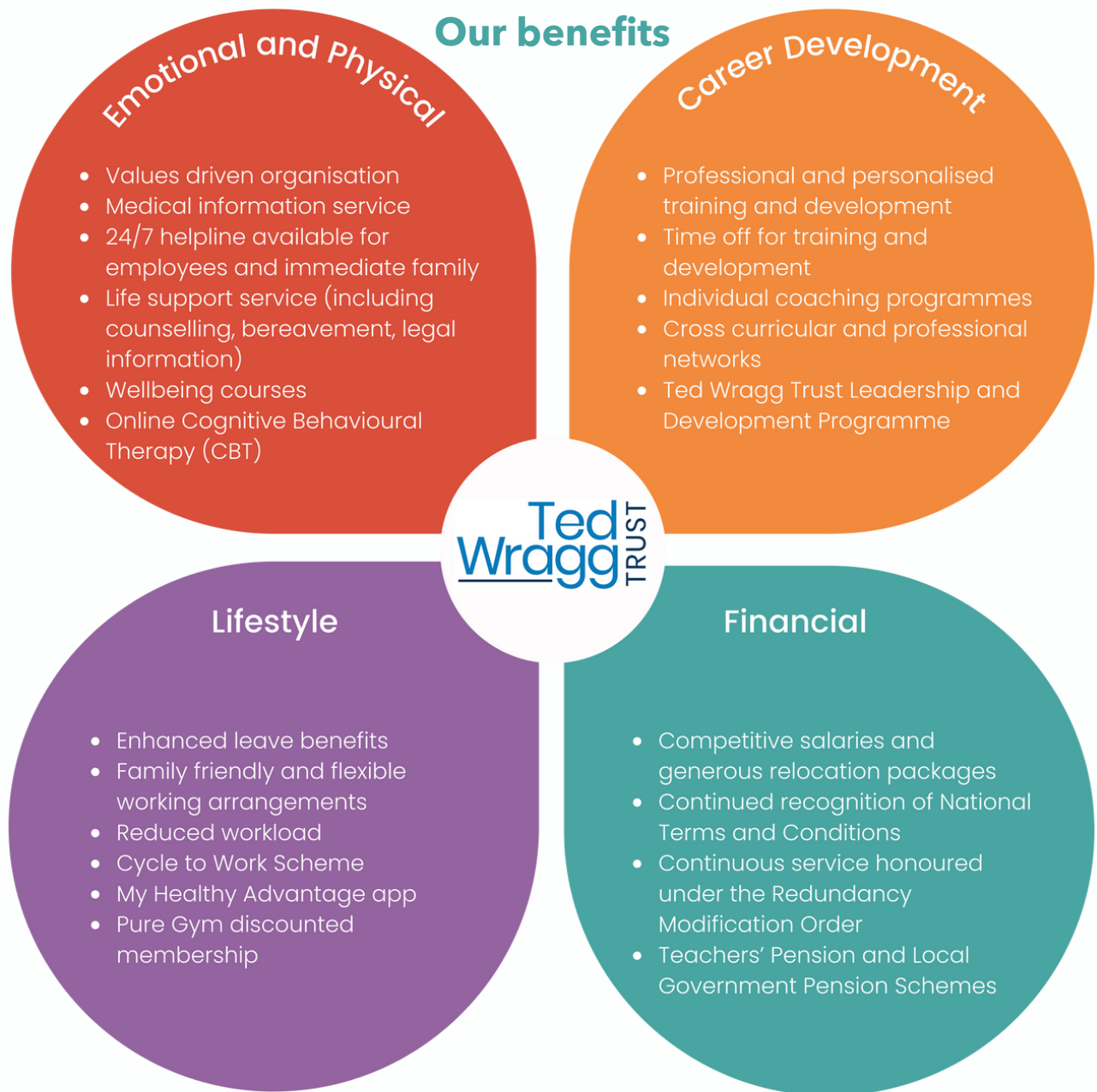
<b>Qualifications and Experience</b>	<b>Essential (E) Desirable (D)</b>
First Degree or equivalent in English.	E
Qualified Teacher Status.	E
Clear evidence of developing others' practice.	E
Experience of contributing to and delivering strategies to raise achievement.	E
Experience of analysing pupil data to inform planning, leading to excellent student progress.	E
Proven record of delivering consistently outstanding and inspiring English lessons with consistently strong outcomes at all Key Stages.	E
Experience of ensuring that students from all backgrounds, including disadvantaged students, are ambitious and motivated to succeed.	E
<b>Professional Knowledge</b>	
Up-to-date subject knowledge with particular reference to pedagogy.	E
Clear understanding of current issues relating to the subject.	E
Ability to teach English to KS5.	E
Good understanding of the National Curriculum and assessment requirements in English at GCSE level.	E
An understanding of how to raise attainment.	E
Knowledge and effective use of ICT for administration purposes and to enhance teaching and learning.	E

# Person Specification

<b>Skills</b>	
Excellent classroom practitioner.	E
Excellent time management, planning and organisational skills.	E
Ability to establish constructive working relationships with staff, students and parents.	E
High expectations and the ability to inspire and motivate students and staff in a way that encourages participation, innovation and confidence.	E
<b>Personal Attributes</b>	
A desire to teach English in an exciting and engaging manner.	E
A willingness to work for the benefit of students both inside and outside the classroom.	E
Keen to develop further through active participation in CPD.	E
Confidence, resilience, tenacity and adaptability.	E
Professional integrity and honesty, as well as empathy for students, parents, staff and the community.	E
Energy, commitment and a creative approach to problem solving.	E
Good interpersonal skills, excellent communicator and an effective team player.	E
A commitment to a team ethos and the college vision.	E
Ability to promote and safeguard the welfare of students.	E



If you share our mission to transform lives and strengthen communities to make the world a better place and live by the values of being ambitious, selfless and collaborative, we would love you to work with us. We can offer you a range of benefits and the opportunity to work collaboratively with the best in your field. At the Ted Wragg Trust, we know we will be successful if we grow great people.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.



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