



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL
Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Literacy Co-ordinator and Teacher of English (TLR 2B Outer London Weighting)

Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Literacy Co-Ordinator.

We are looking for an enthusiastic and innovative teacher of English, with strong interpersonal skills and a commitment to achieving high standards within a thriving department. The successful candidate will have a strong academic background and be an excellent classroom practitioner who is capable of inspiring and motivating students.

The role of Literacy Co-Ordinator to develop the quality of literacy provision across the school. You will be passionate about literacy as the building block of students' achievement and be skilled at integrating literacy into the learning of all students. You should have ideas that will raise the standards of literacy across the school, utilising your knowledge of educational research and best practice in this area. You will be tenacious about raising standards for all our students and rigorous in your monitoring and evaluation of literacy initiatives across the school.

You would be a member of an English Department where all students study English Language and Literature at GCSE and the Department progress and attainment results are excellent across all groups. We offer A level courses in both English Literature and English Language. A number of students apply to Oxbridge each year to study English. The English team comprises 14 specialist teachers with a strong ethos of excellent teaching and learning. The Department is also committed to providing valuable enrichment and extra-curricular activities for students, and regularly runs theatre trips, study conferences, Shakespeare performance opportunities, and supports student entries to national creative writing competitions, in addition to hosting the annual Poetry and Music performance event.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders. From October 2025 we will be operating a two week half term holiday each October.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher
Literacy Co-Ordinator



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Title of Post:	Literacy Co-Ordinator
Salary:	Main Scale or UPS +TLR2B (currently £5, 639)
Commencement:	September 2025
Contract:	Full time – Permanent

We require, from September 2025, an inspirational teacher of English with responsibility for developing literacy levels across the School.

If you would like an informal conversation about this post or would like to visit the school please email your request to the headteacher's PA, Amanda Leonard, at leonarda@mhchs.org.uk or alternatively to apply for this post please email your completed application form to leonarda@mhchs.org.uk

Closing Date: 9am, Tuesday 6th May 2025

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

[HOW TO FIND US](#)





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JOB DESCRIPTION

TITLE OF POST: LITERACY CO-ORDINATOR

Salary: MPS or UPS +TLR2B

Commencement: September 2025

Purpose: To develop the quality of students' literacy, across the School and to inspire young people through the expert teaching of English across the ability and age range from 11-18, developing their skills and knowledge in all aspects of the subject and supporting their academic and personal progress within the values of Aiming Higher, Promoting Harmony & Achieving Excellence

Reporting to: SLT Link

RESPONSIBILITIES (Literacy co-ordinator):

- To be responsible for the development of literacy throughout the school.
- To evaluate current provision for literacy and devise a strategy and with associated action plans to ensure a consistent approach to teaching literacy in across the whole school.
- To lead, develop and enhance the practice of teaching staff and teaching assistants.
- To work with other key staff, including the Assistant Headteacher with responsibility for teaching and learning, to disseminate, promote and develop good practice in literacy across the curriculum.
- To stay informed, and keep staff informed, of developments in literacy including attending relevant INSET and investigating good practice in other establishments.
- To lead, when appropriate, meetings on literacy.
- To co-ordinate initiatives designed to promote literacy amongst the student body.
- To plan, organise and deliver school-based INSET on literacy, as and when necessary.
- To work with other key staff, including the Teaching and Learning Team, to monitor and provide feedback on literacy during Departmental Reviews.
- To report to the designated line manager at regular intervals on progress and development in literacy against an agreed strategy and action plan.
- To update the School Literacy Policy in line with appropriate timelines

RESPONSIBILITIES (Teacher of English)

- To plan, deliver and assess appropriate lessons which ensure that the potential of all students is fulfilled.
- To contribute positively and accept delegation, with department colleagues, to the production, implementation and evaluation of department Schemes of Work and resources.
- To encourage students by regular marking, advising constructively by using targets and giving appropriate praise.
- To be aware of individual students' needs, whether they are academic or social, and liaise with Support Staff when necessary.
- To perform the role of Form Tutor.
- To monitor assessment through use of data and target setting, and to maintain records of assessments of the students and levels of attainment as laid out in the National Curriculum, where appropriate.
- To ensure equality of students regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity.



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- To follow the ethos of the School and the Department by promoting high standards of all students and maintaining high expectations both in and out of lessons.
- To provide a positive environment where effective teaching and learning can take place and create opportunities for students to develop wider skills for later life.
- To communicate effectively and be willing to develop and share good practice with colleagues, in meetings and through lesson observations.
- To be committed to the demands of a high achieving school, both in the classroom and beyond.
- To remain familiar with national and local initiatives within the subject area and focus on own professional development to the benefit of students.

TEACHING & LEARNING – In addition to the above, support the Head of Department to:

- develop policies for the subject which reflect the School's commitment to high achievement, effective teaching and learning;
- establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject;
- monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this to guide further improvement;
- establish provision of structured schemes of work, ensure curriculum coverage, continuity and progression in the subject for all students;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different students;
- establish, and implement, clear policies and practices for assessing, recording and reporting on students' achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement;
- evaluate progress and achievement in the subject by all students;
- systematically monitor the quality of teaching through observation of lessons and adherence to the School's monitoring systems, and take action to improve further the quality of teaching through professional debate based on good practice;

MANAGEMENT OF RESOURCES

- establish resource needs for the subject and advise Head of Department of likely priorities for expenditure;
- manage available resources to meet the objectives of school and subject plans;
- provide support to departmental staff on implementation of whole school policies relating to the teaching environment and health and safety.
- Source, promote and support the delivery of enrichment opportunities for students of Computer Science

COMMUNICATIONS

- establish and maintain lines of good communication within the Department and with other staff, students, parents, Governors and appropriate outside agencies.

SAFEGUARDING

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education



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EQUALITIES

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ADDITIONAL INFORMATION

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

