



Progress Leader for English

September 2023





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 Fax: (01482) 346817
Email: info@kelvinhall.net Twitter: @kelvinhall_hull www.kelvinhall.net
Executive Headteacher (Thrive Trust): Mr P Cavanagh
Head of School: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy and Mr J Shaw

Welcome letter from the Executive Headteacher and Head of School

Dear Applicant,

Thank you for enquiring about the position of Progress Leader for English at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue to move forward with our period of growth over the next 12 months.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. In September 2023 we have approximately 1640 pupils on roll with a year 7 intake of 330 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Head of School, Mr Chris Leng**; info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Pat Cavanagh'.

Pat Cavanagh
Executive Headteacher and
Trust Secondary Development Lead

A handwritten signature in black ink, appearing to read 'Chris Leng'.

Chris Leng
Head of School



Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



Senior Leadership Team



**Executive
Headteacher and
School Development
Lead (Secondary)**

Mr Cavanagh

Head of School



Mr Leng
Head of School

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL

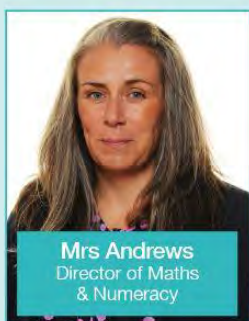


Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



Mrs Andrews
Director of Maths
& Numeracy



Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



Mr Suddaby
Director of Culture
& Behaviour



Mrs Keddy
Senior Director of
Teaching & Learning



Miss Mills
Director of English
& Literacy



Mrs Russell
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology




**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



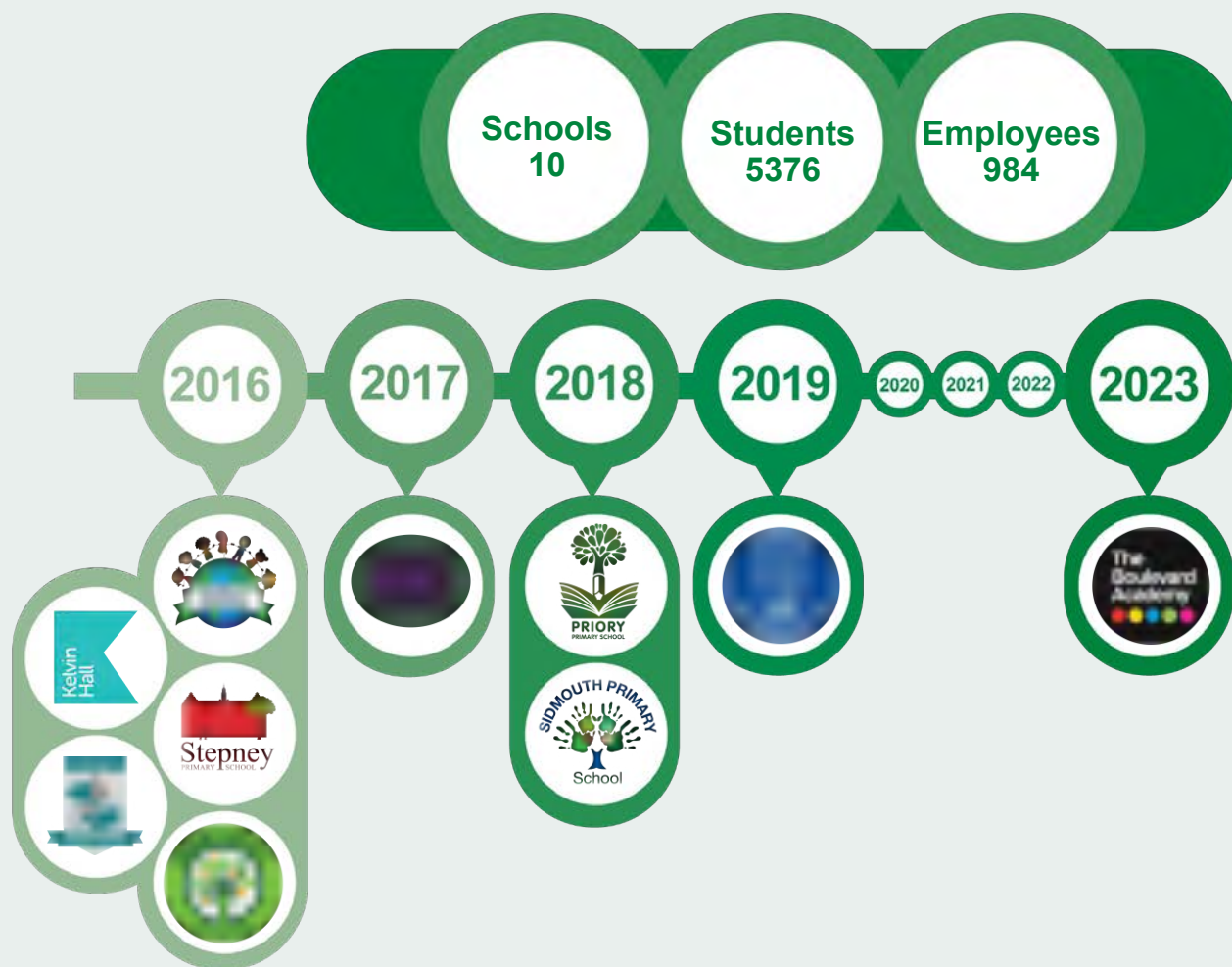
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



Our Journey so far...

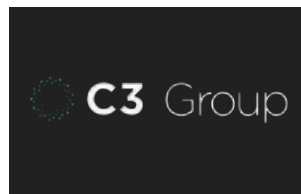


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Progress Leader for English
MPR/UPR plus TLR 1.1
Full time
Permanent position required from January 2024

Kelvin Hall School is part of Thrive Co-operative Learning Trust formally (YHCLT) which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

We are seeking to appoint a dynamic, committed and innovative individual to join our school in the permanent role of Progress Leader of English starting in January 2024. We are looking for someone who can work with and lead our English team taking us forward, building on our sound foundations as we continue with our school expansion over the next year. This is an exciting opportunity to work in a friendly and supportive school in continuing to drive outstanding outcomes for all of our students.

Kelvin Hall School a very successful and expanding 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically. We are committed to ensure that all schools in the Thrive Co-operative Learning Trust have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

The successful candidate will share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that is cooperative and shares our moral purpose.

The Progress Leader will be responsible for supporting the Director of English (AHT) in managing the day-to-day direction and leadership of the Faculty that represents a consistent and effective model of integrity, excellence, collaboration and accountability. The Progress Leader will work to support the Director, who will provide the strategic leadership and hold overall accountability for this area of the school.

We will offer you:

- An inclusive, successful school and Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- A 21st Century building with 'state of the art' facilities.
- A Development Programme aimed at both new and experienced teachers.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit please contact Mrs Helen Harrison (PA to the Executive Team), via email info@kelvinhall.net or telephone Kelvin Hall School 01482 342229 to arrange this.

Closing date: Tuesday 3rd October 2023, 3pm

Interview date: TBC

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education \(2022\)](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Progress Leader for English
Grade	MPR/UPR plus TLR 1.1
Location	Kelvin Hall School
Reporting to	Director of English (AHT)

Purpose of Role

To provide strong leadership to the English Faculty; take responsibility for leading and coordinating the work of English; ensure first class teaching and learning opportunities are provided for all students and staff at Kelvin Hall School.

The Progress Leader is responsible for supporting the Director of English in managing the daily operation of the school, the supervision of all pupils and staff, and the school premises. They support the day-to-day direction and leadership of the Faculty that represents a consistent and effective model of integrity, excellence, collaboration and accountability. The Progress Leader will work to support the Director, who will provide the strategic leadership and hold overall accountability for this area of the school.

Specific Leadership responsibilities

- To work alongside colleagues in the Faculty to provide an integrated coherent approach to teaching and learning.
- To provide specialist expertise to the English Faculty.
- To take responsibility for a number of whole Faculty initiatives that will be agreed annually as part of the performance review process.
- To carry out the normal duties of a school teacher as set out in the most recent School Teacher Pay and Conditions Document.
- To perform additional directed activities and roles, from time to time, as may be assigned by the HOS

Key Accountabilities -

Creating the future of the Thrive Trust

- Promote the school/trust vision, values and ethos to pupils, staff, governors, parents and the wider community.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership, through teams and individuals in the school.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.

Leading teaching and learning/working with other leaders

- Provide an excellent role model of challenging, successful and enjoyable teaching.
- Work with the Director in ensuring a culture and ethos of challenge and support where all pupils achieve success and become engaged in their own learning.
- Assist in the monitoring of student progress, using performance data to motivate staff and students to improve.
- Establish creative, responsive and effective approaches to learning and teaching through the leadership of agreed areas of CPD.
- Provide leadership to the quality of curriculum planning process in the Faculty designed and intended to assure the school's ability to provide a sound, relevant and innovative educational experience for all pupils.
- Tackle underperformance at all levels.
- Support the HOS to create a culture and ethos of challenge and support where all pupils can achieve and succeed and are engaged in their own learning.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Provide for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

Developing self and working with others

- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from internal/external support where appropriate.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Acknowledge and celebrate the responsibilities and achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Manage your own workload and that of others to ensure a work/life balance.
- Provide the agreed Faculty Link to middle management, taking a regular and detailed interest in their progress and staff, ensuring that school policies and standards are implemented and maintained and helping them to move forwards to greater success.
- Ensure, with the Senior Team, the development of effective strategies and procedures for new staff induction, professional development and performance review in order to secure outstanding practice across the school.

Managing the Organisation

- Effectively support the Senior Team to manage the school on a day-to-day basis.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Support the HOS to ensure that statutory responsibilities are met; put systems and policies into action, monitor effectiveness and provide reports, especially in relation to external requirements such as for Ofsted, the SEF, the SDJ and the LGB.
- Lead delegated/directed areas of responsibility to organise accommodation efficiently and effectively to ensure that all areas of responsibility meet the needs of the curriculum and health and safety regulations.
- Develop and oversee all wider development and extra-curricular activities in their areas to achieve a varied offer for extended provision in the school.
- With the Director, ensure evidence-based improvement plans promote continuous school development linked to Self-Evaluation.

Securing Accountability

- Be accountable to your AHT Line manager for student achievement within the school.
- Reflect honestly on personal contribution to school achievements and take account of feedback from others.
- Develop a Partnership ethos, which enables everyone to work collaboratively.
- Ensure every child has access to a high quality curriculum which inspires learning, in a safe and stimulating environment.

Strengthening the Community

- Be aware/develop an awareness of the distinctive school social context and its impact on school performance.
- Create and promote positive strategies for challenging all prejudices.
- Actively promote the school as a centre of excellence for education and families in the local community.

Inclusion, Equity and Entitlement:

- Promote a school culture that takes account of the richness and diversity within all areas of the school community.
- Ensure every child matters in the school community and no child is left behind and that along with other agencies the school works towards providing for the spiritual, moral, social and cultural wellbeing of pupils and their families.
- Promote and safeguard the welfare of children and young persons.
- Undertake Safeguarding and all relevant teacher training relevant to the post to support all pupils in the school environment including vulnerable pupils, pupils with additional needs and LAC.

This JD may be modified by the HOS, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Within Faculty
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	Yes, with Director
Responsibility for Physical Resources:	Yes, with Director

		E	D	How Identified
Qualifications	Qualified teacher status or equivalent	✓		AF, R
	Good honours degree		✓	
Relevant Experience	Working with young people in a statutory or non-statutory setting	✓		AF, R
	Teaching experience	/		

		E	D	How Identified
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Effective classroom practitioner	✓		
	Competent with ICT	✓		
	Able to reflect on own practice	✓		
	Excellent communication skills	✓		
	Good organisational skills and able to meet deadlines	✓		
	Very good numeracy/literacy skills	✓		
	Knowledge of recent developments within education		✓	
	Able to apply theory to professional practice		✓	
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	Thorough understanding of the National Curriculum to KS3 and KS4 in order to support effective teaching and learning.	✓		
	Secure subject specific knowledge	✓		
	Commitment to raising standards	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Very good communication and interpersonal skills	✓		
	Understanding of the range of needs of young people within age group.	✓		
	To have a flexible approach to work	✓		
	To be committed to the objective of raising achievement in the school	✓		
	To help raising standards of learning for pupils	✓		

		E	D	How Identified
Personal Qualities	Sense of humour and be able to work with staff from all backgrounds	✓		
	Ability to work under pressure and meet deadlines	✓		
	Energy, ambition and enthusiasm	✓		
	Projects a professional image	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

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