

## JOB DESCRIPTION

<b>POSITION</b>	Second in Charge of English Learning Area
<b>SALARY</b>	Teachers' Main Payscale + Mossbourne Main Payscale Allowance £1600 + TLR / UPS + TLR
<b>Start Date</b>	1 <sup>st</sup> September 2023 [SLT day 29 <sup>th</sup> and Inset days 30 <sup>th</sup> and 31 <sup>st</sup> August 2023]
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	HOLA English
<b>RESPONSIBLE FOR</b>	N/A
<b>LOCATION</b>	Mossbourne Community Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, Teachers, Students and Parents

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Community Academy (MCA)

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level; we achieve recognition nationally for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of background or ability, are encouraged to achieve their true potential and the behaviour of our pupils is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'outstanding' and starts with the sentence 'Mossbourne Community Academy changes pupil's lives for the better' because that is what we do, year on year.

If you want to be part of the team that is improving the future of our students, then read on!

## **The English Learning Area**

English teachers at Mossbourne Community Academy (MCA) are passionate about their subject and have a strong commitment to engender a love of English in our students. Responsibility for the learning area, which currently consists of 17 teaching staff, is shared between the Head of Learning Area (HoLA), a second in charge and several other Key-Stage Leads. We are in the top 2% of English departments in the country, which is testament to the huge amount of time and energy that goes into planning and delivering outstanding lessons that engage and inspire our students. GCSE outcomes place the department amongst the highest performing schools in the country, year on year, and our A Level outcomes are consistently significantly above local and national average. If you are similarly passionate about English and the challenge of ensuring all students fulfil their potential, then we would love to hear from you.

## **Job Summary**

We are seeking an outstanding leader and English practitioner who is ready to help the Head of Learning Area lead and manage the department, alongside having individual responsibility for leading and managing Key Stage 4. The successful applicant will be passionate about English, have excellent subject knowledge and have the drive and ambition to help drive continued improvements in the department. They will be well organised and willing to go the 'extra mile'. They will be ready to deputise for the Head of Learning Area when they are unavailable and will embody the high standards that we expect from all of our staff. They will be instrumental in ensuring that outstanding teaching and learning is maintained in the department. They will share in the vision that success in English is for all students and will be instrumental in not only maintaining high standards but have the desire to play a significant role in developing the English Learning Area further.

## **Main Duties & Responsibilities**

To work with the Head of Learning Area to ensure the effective provision of English teaching and learning throughout all years and to take on a proactive role in leading within the department. Responsibilities include, but are not limited to:

- To deputise for the Head of Learning area when necessary.
- To lead and manage on all elements of KS4 curriculum and assessment
- Co-ordinate, oversee and contribute to the development of schemes of work liaising with the Key Stage coordinators.
- To work with the Head of Learning Area to ensure effective provision of teaching and learning of English.
- To observe colleagues on a regular basis and provide quality feedback, setting targets for improvement and follow up where appropriate.
- To support English teachers in their drive to become outstanding, through lesson observations, collaborative planning and departmental INSET.
- To participate in training, monitoring and mentoring of NQTs and Schools Direct trainees and the mentors that support these members of staff.
- To contribute to the planning, development and delivery of training and INSET within the English Department.
- To take on a lead role in ensuring outstanding behaviour is upheld in the English Learning Area.
- To train teachers on the use of data and how to use it effectively across the Learning Area.
- To have an overview of progress and attainment of students across all Key Stages.
- To be a member of the pastoral team & if required, a form tutor carrying out associated responsibilities.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations

Person Specification			
E Essential Or D Desirable	Requirements	Assessment Criteria	
		Interview	Application Form
Experience			
E	Ability to teach English to KS5	X	X
E	knowledge and understanding of how students learn English	X	X
E	Ability to monitor and report student attainment across all Key Stages	X	X
D	Training, monitoring and mentoring ECTs and Schools Direct trainee teachers	X	X
E	Ability to observe colleagues on a regular basis and provide quality feedback, setting targets for improvement and follow up where appropriate	X	X
E	Ability to plan, develop and deliver training and INSET within the department	X	X
E	Capable of up-skilling teachers on the use of data and how to use it effectively across the learning area	X	X
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	X	X
E	Ability to coordinate, oversee and contribute to the development of schemes of work, liaising with the Key Stage Coordinators	X	X
E	Capable of supporting English Teachers in their drive to be outstanding practitioners	X	X
E	Displaying effective classroom management and efficient organisation of resources	X	X
Qualifications			
E	A good degree in English or a related subject	X	X
E	Qualified Teacher Status (QTS)	X	X
IT knowledge			
D	Knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		X
D	Ability to swiftly adapt to and utilise new/various systems/software		X
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the Learning Area		X
Behavioural Competencies			
E	Excellent communication skills	X	
D	Strategic approach, ability to see the 'big picture'	X	
D	Have the initiative to work independently with minimal supervision	X	
E	Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard	X	
E	Must have the upmost integrity as well as high levels of motivation and commitment.	X	
E	Proactive approach and efficient time management and prioritisation skills	X	
E	The drive to deputise for the HOLA when necessary	X	X

## **JOB DESCRIPTION**

<b>E</b>	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	<b>X</b>	<b>X</b>
<b>Applicable to all staff</b>			
<b>E</b>	Undertake training as required to so in order to fulfil the requirements of the role	<b>X</b>	<b>X</b>
<b>E</b>	Support Mossbourne' s efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne' s initiatives and findings	<b>X</b>	<b>X</b>
<b>E</b>	Recognise your role as part of the succession of Mossbourne	<b>X</b>	<b>X</b>
<b>E</b>	Play an active role in terms of Safeguarding all students and adults	<b>X</b>	<b>X</b>

**Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.**

**The document is not a comprehensive list; it simply outlines expectations of this role.**

**This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.**