



SECOND IN DEPARTMENT - ENGLISH RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



COUNDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

Chris Heal, Principal

JOB TITLE:	SECOND IN DEPARTMENT - ENGLISH
OPPORTUNITY:	The colleague appointed will support the Head of Department in English. The successful candidate will be expected to play a full role in formulating the strategic development plan in this subject area and subsequently of playing a significant role in the successful implementation of this plan. This is a position for an effective practitioner keen to develop significant leadership and management skills. The person appointed would be expected to have the capability to progress to subject leadership within 2 to 3 years.
REPORTING TO:	Head of English
LOCATION:	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
SALARY:	TMS/UPS + TLR 1a
BENEFITS:	<ul style="list-style-type: none">• Competitive rates of pay• Extensive professional development opportunities across the Trust• Career pathways across the Trust• Teacher/Local Authority Pension Schemes• Online retail discount• Employee Assistance Programme• Family Friendly policies to support family & carer commitments• Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



The colleague appointed will support the Head of Department in English. The successful candidate will be expected to play a full role in formulating the strategic development plan in this subject area and subsequently of playing a significant role in the successful implementation of this plan. This is a position for an effective practitioner keen to develop significant leadership and management skills. The person appointed would be expected to have the capability to progress to subject leadership within 2 to 3 years.

Key responsibilities:

- Support the Head of Department in establishing a vision for the future development of the department; having a specific Key Stage responsibility to lead and develop through all aspects of Quality of Education.
- Play a leading role in the departmental improvement planning process, taking account of the agreed priorities of the school.
- Assisting the Head of Department in the development and appropriate implementation of programmes of study and Schemes of Work through direct designated responsibilities or through the coordination and quality assurance of other TLR holders within the department.
- Assisting the Head of Department in the development, reorganisation and monitoring proper user of departmental resources.
- Contribute to the identification of key areas of strength and those to develop within the department.
- Work to a high standard in implementing agreed policies, priorities and expectations so as to set a good example for other colleagues.
- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account.

Securing Accountability

- Support the Head of Department in meeting their responsibility to account for the performance of the department.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.
- Be able to use data effectively to track progress and raise achievement.

Leading Learning & Teaching

- Share responsibility for the analysis of key departmental performance data, to ensure priorities are appropriate and improvement in standards (in terms of progress and attainment) is promoted and secured.
- Assisting the Head of Department in monitoring of the quality of learning and teaching within the department through established procedures (observations, monitoring of assessment and recording).
- Provide training for staff on effective teaching & learning.
- Promote the active involvement of students in their own learning.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of students in the school.
- Support the development of an effective assessment framework.
- Promote the use of ICT to enhance and extend students' learning.

- Monitor and evaluate classroom practice.
- Provide support for colleagues in improving their classroom practice.

Managing the Organisation / Department

- Contributing to a regular review of the organisation of the department to ensure it meets statutory requirements.
- Developing action plans in specified areas of responsibility, in order to bring about improvements.
- Contributing to the planning process for the distribution of resources, to ensure they meet the department's identified priorities.
- Taking responsibility for the Performance Management of identified staff as appropriate and requested.
- Contributing to regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.



PERSON SPECIFICATION

	Requirements	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • Must have QTS (Qualified Teacher Status). • Substantial experience of working in the secondary sector. • First degree or Certificate of Education. • Evidence of further professional development 	Application Form Certificates
Skills & Abilities	<ul style="list-style-type: none"> • The ability to establish and maintain relationships with staff and work as a member of a team. • The ability to handle potentially difficult situations sensitively. • The ability to communicate effectively, both orally and in written form. • The ability to meet deadlines. • The ability to teach the subject effectively across all age and ability ranges. • A commitment to comprehensive education. • A willingness to contribute to subject, faculty and whole school developments. • An understanding of the importance of the teacher as a role model for young people. • A commitment to put into effect the school's policies and priorities. • Ability to use ICT to support planning, delivery and administration through use of standard ICT packages. • A willingness to see beyond the subject specific boundary and flexibility to teach beyond the subject specialism. 	Application form Interview
Experience	<ul style="list-style-type: none"> • Working in secondary education • Delivering improved outcomes for learners • Successfully building and maintaining collaborative relationships with parents, carers, partners and the wider community 	Application form Interview
Knowledge & Understanding	<ul style="list-style-type: none"> • Up to date knowledge of the subject National Curriculum at all stages in terms of knowledge, skills and understanding expected within the National Curriculum programmes of study • Knowledge of assessment, recording and reporting of pupils' progress and achievements in the subject and of the role of assessment for learning in ensuring student progress. • Knowledge of how students learn and are motivated in order to provide for the individual needs of all students, including those with special educational needs and the Gifted and Talented. • An understanding of the importance of the teacher as a role model for young people. • Knowledge of equal opportunities and anti-discriminatory practice in the context of the school community and of relevant strategies required to remove barriers to learning. 	Application form Interview

	<ul style="list-style-type: none"> • Knowledge of subject specific health and safety requirements. • An understanding of the importance of wider key skills / functional skills delivery within the subject area and also of the importance of learning competences in supporting subject attainment. 	
Other Requirements	<ul style="list-style-type: none"> • High expectations of personal performance and of students' achievement. • A belief that schools can deliver high equity and "make a difference" • A commitment to continuous learning • A desire to deliver outstanding performance from the subject team and as a team • Evidence of involvement in INSET activities both as participant and facilitator 	



HOW TO APPLY

CLOSING DATE:	Friday 4 October 2024
INTERVIEWS:	W/C Monday 7 October 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

