



COUNDON
COURT

Second in Department - English – TLR 1a

Recruitment Pack





BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Chris Heal

Head Teacher



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

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	SECOND IN DEPARTMENT - ENGLISH
OPPORTUNITY	We are seeking to appoint an excellent second in department for English. An ambitious and innovative second in department will thrive in this environment and will be offered plentiful opportunity for further progression. As a qualified second in department for English you will possess a passion for raising achievement in English and an aptitude for overcoming barriers to learning. Dynamic and creative, you will be an excellent team player and be able to inspire others around you.
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 ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:

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.

Duties and responsibilities:

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.



Key Responsibilities continued:

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

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• Must have QTS (Qualified Teacher Status) • Substantial experience of working in a secondary school • First degree or Certificate of Education • Relevant recent professional development		Application Form Certificates
SKILLS AND ABILITIES	• 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

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	- 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 AND UNDERSTANDING	- 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. - 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.		Application Form Interview
OTHER REQUIREMENTS	- 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		Application Form Interview



How to apply

Closing date:

Wednesday 12th November 2025

Interviews:

To be confirmed

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

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Coundon Court School 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.