



Hounsdown School
- A Science College

Second in English (KS4 Lead)



Working Together, Achieving Excellence

Second in English

(KS4 Lead)

- MPR / UPR & TLR2b £5,027 per annum
- Full Time
- Permanent
- Required September 2023
- Closing date: 12:00noon 24 May 2023
- Interview date: 26 May 2023

Dear Applicant

I hope that our application pack reflects the enormous pride that we have in our school, staff and students. The school converted to an academy in August 2011 and is an over-subscribed, Outstanding (Ofsted 2017), thriving, highly successful and popular single 11 - 16 comprehensive school of 1305 students. We have a strong emphasis on the traditional values of hard work, honesty, responsibility and respect for others. We value and are proud of our Hounslow Community. We are committed to supporting all staff in their career aspirations.

“Be the best that you can be” means continually striving to be the best version of ourselves.

“Have a Mind to be Kind” means everyone making a personal, positive contribution to our culture of mutual respect and courtesy

Our Vision is to be an outstanding educational provider, offering every young person the highest possible quality teaching, support, challenge and resources which help them help themselves to be the best that they can be.

To achieve this we continually seek to;

- Operate at high levels of TRUST and CHALLENGE for all
- Be safe and prioritise our safeguarding duties as a community
- Build trusted working relationships as the bedrock for successful education
- Provide an excellent learning environment and experiences
- Remember that resilient young people learn good lessons from mistakes and personal challenges
- Constantly reflect on how we can improve as a school community

Safeguarding

Hounslow School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS check along with other relevant pre-employment checks.

The Role

We are seeking to appoint a suitably qualified, enthusiastic and hardworking Second in English (KS4 Lead) to join our outstanding English Department. The post holder will be responsible for the strategic and day to day management and leadership of KS4 (years 9 & 10) English. Experience and ability to teach KS3 and KS4 English is essential. English GCSE results and progress has been outstanding over the past five years. We are looking to recruit a consistently good / outstanding teacher.

Staff Benefits

- Private Health Cash Plan
- Free counselling support
- Fantastic CPD opportunities for all
- Cycle Loan Scheme
- Staff swimming
- Respectful email policy
- Staff fitness sessions
- Excellent pension scheme
- Free onsite parking

How to Apply

To apply for this position please complete a teaching staff application form using the link below.

[Application form](#)

If you would like to arrange a visit to the school prior to your application please contact the school directly.

Job Description

Purpose

- To be responsible for the oversight of KS4 English to raise standards of student development, attainment and achievement and to monitor and support student progress.
- To assume responsibility as Lead Co-ordinator for the strategic and day to day management and leadership of the KS4 (Years 9 & 10) programme in English.
- To provide high quality teaching that encourages, supports and enables students to be successful learners.
- To develop and enhance the teaching practice of others.
- To assist the Subject Leader of English with the management, deployment of staff, financial and physical resources and with the monitoring of teaching and learning within the Department.
- To communicate effectively with parents and other stakeholders in order to enhance students development and achievement.

To fulfil and meet the responsibilities and duties as set out in the Teachers' Standards (2012).

To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.

CORE DUTIES

KS4 intervention tutoring support

To liaise with the Subject Leader and intervention lead in English (JSH) to ensure students make progress and those needing support because they are underachieving in relation to their FFT targets, are given where able to necessary support and tutoring needed.

Operational/Strategic Planning

Oversight of KS4 SOW and mapping of the curriculum in years 9 & 10;

To be strategically responsible for the oversight of independent study (homework), setting and monitoring at KS4;

In liaison with the Subject Leader to support with the monitoring and tracking of students' individual performance via data analysis and identifying students at risk for not achieving their target grades and putting support in place to support their further progress.

To support the Subject Leader with the day to day marking and evaluation of the quality of learning & teaching at KS4 including the monitoring of regular marking by teachers;

To support the Subject Leader with the management of behaviour at KS4.

Play a full part in determining the strategic direction and development of the subject:

Assist the Subject Leader in establishing, reviewing and evaluating short, medium and long term plans for the development and resourcing of the subject which:

- contribute to whole school aims, policies and practices;
- reflect the school's commitment to high achievement and effective teaching and learning;
- are based on a range of comparative information and evidence;
- identify realistic and challenging targets for improvement;
- are clear about action to be taken, timescales, criteria for success and personnel involved;
- Develop a whole school strategic practice which encourages students to be more independent in their learning;
- Disseminate and lead whole school learning independence strategy.

Analyse and interpret relevant data to inform target setting at individual student, class and department level. Analyse and interpret research findings and inspection evidence in the subject to effect improvements in teaching and learning. Support the Subject Leader in creating a climate which enables English teachers to develop and maintain a positive attitude towards the subject and confidence in teaching it.

Monitoring of progress

To keep the Subject Leader and class teachers apprised of the progress of individual students;
To provide the Headteacher, governors and Subject Leader with termly and then an end of year data analysis of all the impact of the intervention by individual student and by year groups;
To assist the Subject Leader in the monitoring and review of the quality of reports for the Intervention Pathway Students;
To liaise regularly with the intervention or 1:1 / small group teacher to ensure any issues or concerns are addressed and attendance is tracked and monitored;
To undertake after school revision sessions and ensure there is a planned series of after school sessions for year 10 students.

To keep the SL and SLT link apprised of progress on a regular basis

Curriculum Provision and Development

To liaise with and support the Subject Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective English curriculum which complements School Improvement Plans and school self-evaluation.

To keep up to date with developments in the subject area, teaching practice and methodology. To ensure that the development of curriculum area subjects is in line with national developments.

Staffing: Recruitment / Deployment of Staff, Staff development

Support the Subject Leader to identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. To assist the Subject Leader in making appropriate arrangements for classes when staff are absent, ensuring appropriate cover work is set, and liaising with cover staff as necessary.

Be responsible for the Performance Management of members of the department, observing and providing feedback on their teaching and students learning.

To undertake performance management reviews and to act as reviewer for a group of staff within the designated curriculum area.

Quality assurance

Analyse the performance of students in English through the use of KS4 performance data, standardised tests, progress checks and reports, to identify areas of strength and areas for development in students' attainment and attitudes.

Support the Subject Leader with carrying out regular checks on homework and class work through a range of monitoring activities including, log book and work book checks, 'pop in' to lessons and formal lesson observations to assess provision across the ability range.

Management information

To produce reports on students' progress at KS4 and performance through the school self-review system, and provide the Headteacher, Leadership team and Governing body with this information.

Communications

To ensure effective communication and consultation as appropriate with parents, partner schools, employers, LA support services and other relevant external bodies. To represent the Department's views and interests.

Management of resources

Maintain existing resources and explore opportunities to develop or incorporate new resources into the KS4 curriculum. To organise effective assessment of the KS4 course.

Pastoral System

To monitor and support the overall progress and development of students within the curriculum area. To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description. To contribute to citizenship according to school policy. To ensure that the behaviour management system is implemented so that effective learning can take place.

Teaching and Learning

Have a substantial role to play in securing and sustaining the effective teaching of the subject:

- Have lead responsibility for ensuring curriculum coverage, continuity and progression in Key Stage 4.

- Ensure teachers are clear about the teaching objectives in lessons; understand the sequence of teaching and learning in the Key Stage, and communicate such information to students.
- Provide guidance and 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 student achievement, and for using this information to assist target setting for further improvement.
- Establish clear targets for student achievement in English and evaluate progress and achievement by all students in the appropriate Key Stages including those with special educational needs.
- Contribute to the monitoring and evaluation of the quality of teaching within the subject.
- Co-ordinate the department's involvement in and contribution to the extra-curricular programme.
- Support the Subject Leader and colleagues in dealing with behaviour management issues.

Other specific duties and additional responsibilities

To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example. As a TRLR holder to lead by example and uphold the schools policies and practices. To actively engage in the performance management process and continue personal development. To undertake any other duty as specified by STPCB and not mentioned above. To undertake any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Child Safety

We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment. To ensure that the school's Safeguarding & Restraint Policy and practice is adhered to at all times;

To be responsible for implementing and embedding the school's safeguarding policy & practice, alerting the appropriate colleagues or school's Designated Safeguarding Lead to welfare and safeguarding concerns.

This is to remind staff about the expectation to inform the school where the relationships and associations, both within school and out of the workplace (including online), may have implications for the safeguarding of children in the school. Also to remind staff that if their circumstances change in this regard they inform the school via the Headteacher. Any matters raised will be dealt with confidentially and sensitively.

Health & Safety

To be responsible for following the school's Health & Safety policy and practice, alerting the appropriate school staff to areas of concerns;

To be responsible for completing health & safety training as required;

To be responsible for the annual completion of your classroom's risk assessment.

This job description should be read in conjunction with that of a main scale teacher.

Please note: This job description is subject to change prior to appointment depending upon the school's changing needs or the expertise of the appointed candidate.

Person Specification

	Essential or Desirable
Professional experiences and qualifications:	
Degree or equivalent academic qualification	E
Qualified Teacher Status	E
Experience of teaching the subject related topics	E
Proven experience of impact in the classroom	E
Evidence of achievement in teaching across the Key Stages	E
Other recognised qualifications in the subject	D
Evidence of a commitment to own professional development	D
Professional development/ mentoring of colleagues	D
Experience of leading a development within a team	D
Contributing to the development of Schemes of Work across the Key Stages	E
Knowledge & Understanding	
Knowledge of current issues in the teaching of the specialist subject	E
Use of assessment and attainment information to improve practice and raise standards	E
Use of strategies to promote good student relationships and high attainment in an inclusive environment	E
Clear vision for the teaching of the subject	E
Sound knowledge of requirements for SOW at KS3/4	E
An understanding of Emotional Literacy developments to support learning and teaching	D
An understanding of Health and Safety regulations affecting the curriculum area	D
Professional Skills and Abilities	
Ability to motivate and inspire students to want to learn	E
Ability to manage students firmly, fairly and effectively – good behaviour management	E
Ability to collaborate positively with colleagues and work towards common goals as a team member	E
Ability to plan and teach lessons effectively, so that they are interesting, challenging and enjoyable	E
Excellent ICT skills	E
Excellent oral and written skills	E
Understanding of Safeguarding practice and DFE requirements	E
Ability to use and promote a wide range of teaching methodologies	D
An enthusiastic and effective leader and manager	D
Excellent organisational skills and classroom management	D
Personal Skills and Abilities	
Passion for teaching	E
Energy, enthusiasm and flexibility	E
Good personal presentation	E
Excellent attendance and punctuality	E

How to Apply

How to complete your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information.

Please use the job description and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process. CV's will not be accepted in substitution.

Your application is the first step in the process we use to choose employees. It plays an important part in deciding whether or not we invite you to the next stage of the process. Our decision on who to invite will be based on the information you give in your application. Please use your application and personal statement as an opportunity to reflect your personality, experience, strengths and creativity. We receive many applications; make yours stand out.

Personal Information

Enter your personal details in this section. During the recruitment process, we will contact you by email. Some spam filters may re-direct our emails to the spam folder within your email account. Please check your account regularly to minimise the risk of missing an email from us.

Employment History

Current Employer - Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers - Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections. You must give a full history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this. Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason.

Formal Education

Enter all of your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. **Include all subjects and grades/scores.**

References

Hounslow School is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from different schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.

We are committed to providing the best possible care and education to our students and expect all staff and volunteers to share this commitment. All staff have a role to play in safeguarding children and have a responsibility to provide a safe environment in which children can learn. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions or cautions and bind-overs, including those regarded as 'spent' must be declared. Failure to declare any convictions or cautions may result in an offer of employment being withdrawn. A criminal record will not necessarily be a bar to obtaining a position.

Help us to speed up the references process:

- Ensure the email addresses and phone numbers you have provided for your referees are correct
- Do not put two referees from the same place of work
- Let your referees know when you are offered the role
- Tell them that they will shortly be contacted for a reference
- Ask them to complete the reference as soon as possible

Interviews

If you are selected to attend an interview or an assessment day we will notify you via email or phone and let you know the date and time. It is very difficult for us to change the date of the interview once it has been agreed internally. Remember to check your spam folder when accessing your emails.

- Invitations to interview are usually made via email
- If you are invited to interview, please inform us if you require any particular arrangements, specific access or other support to be made.
- Where lunch is provided as part of the interview process (this will be made clear in the interview schedule), please inform us of any dietary requirements
- We will seek references on short-listed candidates prior to interview (where permission has been given)
- Candidates that have submitted their application form electronically will be asked to sign a hard copy (this will be provided) before being interviewed, to declare that it is true and accurate
- You will need to bring three items of identification with you to enable us to validate your identity. Details of appropriate documents will be included in your invitation to interview letter
- You will need to provide original qualification certificates specified as essential to your post in the Person Specification
- Depending on the nature of the post, you may also be required to undertake appropriate tasks/ presentation/teaching observation as part of the interview process. If this is the case, full details will be provided in the interview schedule.

“Pupils are keen to excel, ambitious for their own futures, and value the school’s support to help them to achieve their goals. There are excellent programmes to raise aspirations.” Ofsted 2017

Headteacher: **Mr D Veal B.Sc (Hons), M.A.Ed.**

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