



Dame Alice Owen's School

NoR 1,450, Sixth form: 444

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

SECOND IN ENGLISH with responsibility for KS5 ENGLISH COORDINATION (MPS/UPS plus TLR 2b) Required for April / September 2023 (or sooner if possible)

Full Time, Permanent Post

Closing date: 9am, Monday 6th February 2023

Interview date: Thursday 9th February 2023

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Second in English with responsibility for KS5 coordination. We seek a highly motivated and energetic candidate to join our very successful and well resourced English department. As well as leading the Key Stage 5 curriculum, the role will involve supporting the Head of Department in ensuring an innovative, relevant and challenging curriculum across all Key Stages, that staff are challenged and supported and that standards are maintained in all lessons. You will monitor the assessment and achievement of pupils as well as reviewing, evaluating and developing standards of teaching and learning across Key Stage 5. You will help lead the English department with a focus on developing teaching and learning strategies to keep English a fresh, exciting and relevant subject for all students.

In the 2022 A level examinations, 44% of all grades were A* with 91% of grades being awarded A*-B. In GCSE examinations, students achieved a Progress 8 score of +0.73 and an average Attainment 8 score of 75.7 with 40% of all grades being a grade 9 and 95% of students achieving 5 or more grades 9-4 including English and Maths. 70% of GCSE English Language results were graded 9-7, with over 91% at grade 5 or above; 68% of GCSE English Literature results were graded 9-7, with 94% at grade 5 or above. 100% of A Level English Literature results were graded A*-B with 63% graded A*. 89% of A Level English Language and Literature results were graded A*-B with 67% graded A*-A.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Teaching Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please send your completed application form together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by 9am, Monday 6th February 2023.



Dame Alice Owen's School

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Headteacher | Mrs Hannah Nemko MA

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INFORMATION FOR APPLICANTS

Name of post: Second in English with responsibility for KS5 English Coordination

Location: Potters Bar, Hertfordshire

Closing date: 9am, Monday 6th February 2023

Interviews: Thursday 9th February 2023

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Anthony Jones, Head of English at jonesa@damealiceowens.herts.sch.uk

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **9am, Monday 6th February 2023**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

Details of the School, Department and vacancy

Introduction

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered students and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for students showing the most aptitude in music who apply for a place in Year 7. The remainder of the places, in an annual cohort of 200, go to siblings, local students on the basis of proximity to the school and to those with priority need.

It is this combination of student and our truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, Governing Body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020' and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by:

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

The English Department

The English Department consists of a team of enthusiastic, creative and committed specialists. We place a strong emphasis on oral work, active approaches to teaching and learning and wide reading at each key stage. At the heart of our excellent record of examination achievement lies a collaborative approach to planning. Units of work, resources and assessment procedures are in place for every module.

Three 1-hour lessons are timetabled for students in Years 7, 8 and 9. Students in Year 10 and 11 have four 1-hour lessons to allow for exam preparation. We prepare students for both GCSE English Language and English Literature following the OCR specifications. At A level, we offer two qualifications, English Literature and English Language & Literature, following the OCR specifications. Each A level group is timetabled for five 1-hour lessons, taught by two specialist teachers. We offer a range of extra-curricular activities to enthuse and engage the students.

In September 2019, the English Department moved into the newly constructed main teaching block. Our new English classrooms are all air conditioned, spacious and equipped with interactive whiteboards. The atmosphere of the Faculty is enthusiastic and positive. Teaching in this environment is productive and, most of all, exciting. It is a department that teachers and students enjoy being a part of, with all members willing to contribute to its continued success. The successful candidate will find the team supportive and friendly, reflecting the school culture at Dame Alice Owen's.

What we can offer you

The school provides an excellent range of staff development opportunities. This is currently led by Lauren Common, Assistant Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all. The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

We very much look forward to receiving your application.

Job Description



Post Title: Second in English with responsibility for KS5 English Coordination
Responsible to: Head of English

Key Responsibilities: Second in English

To support the Head of Department in strategic planning and team leadership of the department, including:

1. Assisting the HoD with departmental evaluation in order to determine areas for development
2. Leading and developing a department reward policy
3. Line managing members of the department
4. Feeding into the Departmental Improvement Plan
5. Ensuring that departmental intent and vision are seen through to fruition

To ensure that the quality of Teaching, Learning and Feedback remain exceptionally high across the department by

1. Keeping up to date with new ideas and research in Teaching and Learning throughout all Key Stages through engagement with specific subject based CPD.
2. Promoting and embedding a range of teaching and learning strategies to the department where required
3. Ensuring careful monitoring of the quality of Teaching and Learning and feedback in conjunction with the HoD to ensure that this drives progress
4. Supporting Key Stage Leaders with the review and development of Schemes of Work to continue to drive improvement and effectiveness
5. Supporting teacher development, at all stages of career, within the department

To assist with the monitoring of assessment in English, including:

1. Ensuring that effective assessment is happening at all levels and that appropriate steps for improvement are based on the feedback from this
2. Supporting Key Stage Leaders in monitoring and analysing key assessment and data, ensuring that appropriate action plans and interventions are put into place to bring about improvement where appropriate

To assist the HoD in day to day tasks to ensure the smooth running of the department.

1. To set work for Key Stage 5 English resulting from staff absence and, if needed, for other Key Stages
2. To support the calm, orderly and respectful behaviour of students around the site
3. To deal with parental concerns in KS5 specifically and as needed within the wider department

Specific Responsibilities: English Key Stage 5 Coordinator

To lead the strategic direction and be accountable for exceptional pupil progress at KS5 through the coordination and monitoring Key Stage 5 English, making astute interventions as required. This will be in line with expectations as above but will specifically include:

1. To lead and develop the curriculum offer at KS5 and support others in its high quality delivery, including online, if required
2. To organise and oversee the KS5 co-curricular offer including 'English @ University' sessions for pupils applying for English at university level
3. To monitor and manage the NEA for A Level courses, including moderation and standardisation of pupil work.
4. To ensure exceptional teaching, learning and assessment within KS5 and supporting and responding to issues as appropriate
5. To promote A Level English through taster sessions, KS5 teaching resources and extra-curricular opportunities

Key Responsibilities of all Teaching Staff:

Teaching and Learning

1. Teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations
2. Make good use of class information and data to ensure all students are supported and challenged according to their needs
3. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management
4. Implement curriculum change as appropriate
5. Contribute to the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students as directed by your HoD
6. Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required
7. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn

Achievements and Standards

1. Track and monitor individual students to bring about improvement where needed
2. Ensure appropriate participation in departmental moderation as required throughout the year
3. Take responsibility for overall behaviour management within lessons and throughout the school to ensure a safe, secure and structured learning environment

General requirements of all teaching staff

1. To carry out any pastoral support roles (including being a tutor and delivering PSHRSE) as required
2. To contribute to the extracurricular offer
3. To play a role in ensuring effective safeguarding and wellbeing of our students
4. Provide clear and useful feedback to students and parents/carers as required
5. To attend periodical after school meetings/events such as Visitation, Parents' evening, as required by the Headteacher and published in the school calendar
6. To check your email regularly and respond in a timely manner
7. To contribute articles to the half-termly newsletter as appropriate
8. To complete any other reasonable tasks as required by the Headteacher



Person Specification

	Desirable/ Essential
Education	
Holds a degree (or higher) level qualification in English or a related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
Experience	
Experience from a similar post with management responsibility within existing or previous school	D
Recent experience of teaching the 11-18 age range	E
Involvement in the professional development of staff	D
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding extra-curricular provision	D
Experience of working in more than one previous school	D
Specialist skills and knowledge	
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Other	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence and interpersonal, communication skills	E
The ability to lead and enthuse others	E
The ability to cooperate and coordinate with other departments	E
Desire and potential for future Senior Leadership Team position	D
A good sense of humour!	E

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.