

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Subject Leader – English

Are you an innovative, enthusiastic, and passionate English Teacher and Leader?

Then this will be the job for you.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are proud to be Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025.

SALARY

Commensurate with skills and experience plus TLR1A (£10,174) plus 1/2 10A (£1,238.50)

TERM/ HOURS

1.0FTE from January 2026 or Easter 2026 - dependant on successful candidate

CLOSING DATE

9am Monday 10 November 2025

Interviews expected to be held end of w/c 10 November/start of w/c 17 November 2025

BENEFITS

Pension Plan
Free On-Site Parking
Use of School Gym Facility



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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HECKMONDWIKE
GRAMMAR SCHOOL

Subject Leader – English

Department Information

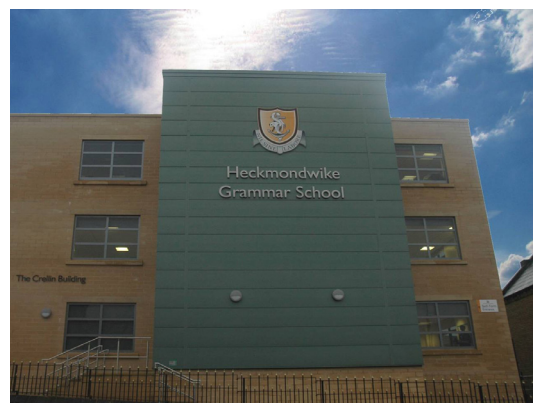
The English department consists of a hard-working and dedicated group of teachers who have a passion for teaching the subject. We currently have nine English Specialists working under the direction of the Subject Leader. The department is well equipped with resources: all of the classrooms are equipped with interactive whiteboards, with access to the Internet. This new space helps us to operate as a very close-knit group, sharing ideas and supporting each other as we constantly aim to evaluate our performance and our practice. We are looking for someone who is eager to join our enthusiastic team as we aim to build on our foundations and strive for further success.

English classes are taught in mixed ability groups at both Key Stage 3 and Key Stage 4. We currently have eight GCSE groups of about 24-25 students. We enter all students for both AQA GCSE English Language and English Literature. At A-level, we offer English Literature and English Language (AQA specifications in both).

We pride ourselves on our comprehensive book stock, as we celebrate Literature and use it as a springboard to access all the diverse areas of the English curriculum. In addition, we always aim to provide our students with enrichment activities such as opportunities for Public Speaking and creative writing competitions, as well as supporting the House system in drama, debating and the Spelling Bee. Our constant aim is to underline the importance of English and develop its significance within the school.

We take great pride in providing our students with a first-class education and instilling them with a love of learning.

We would like to appoint an outstanding Subject Leader of English. The department is always looking at ways of developing its curriculum and widening the experience for students so expert subject



knowledge and a passion to lead extra-curricular activities in English are highly desirable.

You will need to:

- believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- be a reflective practitioner wanting to develop and hone your craft to the highest level
- be an inspirational teacher who builds excellent relationships and motivates students

Responsibilities

Specific responsibilities are outlined in a detailed job description.

In addition to this, teachers at Heckmondwike Grammar School are expected to be effective and reflective professionals who challenge and support all pupils to achieve their best. They should:

- Inspire confidence, build team commitment, and engage and motivate students.
- Think analytically about their work and take positive action to improve the quality of pupils' learning.
- Encourage high standards of academic and personal achievement.
- Act as positive role models for students.
- Contribute actively to the policies and aspirations of the school and the English department.

What We Offer

- **Motivated, ambitious students** who are eager to learn and succeed.
- **A supportive and creative team** dedicated to student progress.
- Well-equipped, specialist classrooms to enhance teaching and learning.

CANDIDATE INFORMATION PACK

- **A learning-centred school** where best practice is a priority.
- **Comprehensive CPD opportunities** to support professional development and career progression.
- **A vibrant, collaborative community** of like-minded professionals.

What You Will Bring to the Role

- **A degree in a relevant discipline** and a recognised **teaching qualification**.
- Up-to-date knowledge of the **11-18 curriculum** and educational best practices.
- Detailed knowledge of pedagogical practice in relation to **Teaching and Learning**.
- **Skilled classroom practitioner**.
- Highly effective **communication** skills.
- **Ability to lead, manage and inspire** colleagues.
- Ability to form **good working relationships** and influence others.
- Capacity to **evaluate and improve**.
- A strong classroom presence with the ability to **inspire and motivate students from KS3 to KS5**.
- High level of skill in dealing with issues relating to student **behaviour**.
- Ability to **analyse** performance data.
- Effective **ICT skills** and an understanding of how technology can enhance teaching and learning.
- A willingness to contribute to **extracurricular activities** and the wider school community.
- Confidence in contributing to **curriculum development**, including schemes of work and teaching materials.
- Passionate belief in the **ability** of every student to achieve.
- A clear educational **vision and sense of direction**.
- Good **organisational skills** and high levels of self-motivation.
- Ability to work under pressure and to **meet deadlines**.
- **Energy, enthusiasm, and a passion** for English.
- A **suitability to work with children**, with a commitment to safeguarding and student well-being.

Why Should You Apply?

Heckmondwike Grammar School is a unique learning environment, home to students who are eager to learn, ambitious in their aspirations, and keen to make the most of their educational experience.

We take pride in:

- Our **diverse school community**, which consistently achieves exceptional results.
- A school culture that supports **students' academic success and personal development**.
- **Strong relationships between staff and students**, creating a positive learning environment.
- **High expectations**, which drive students to excel.

If you are interested in this position, then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

We look forward to receiving your application

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE:	Subject Leader - English
SALARY GRADE:	Commensurate with skills and experience plus TLR 1a (£10,174) plus 1/2 10A £1,238.50)
CONTRACT TYPE:	Permanent
RESPONSIBLE TO:	Member of SLT

GENERAL DESCRIPTION

To lead and manage the learning programmes, staff, accommodation and resources of the Department. Be accountable for the educational outcomes of students studying departmental subjects.

1 Duties as a Main Scale Teacher

- 1.1 It is the duty as a teacher to maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State. In addition to the specific duties below as Subject Leader the post-holder will comply with the duties of a Main Scale Teacher (detailed in separate Job Description – available if required).

2 Additional Duties as Subject Leader

- 2.1 To be a role model to colleagues in terms of professionalism, hard work and highly effective teaching.
- 2.2 To effectively manage the physical and human resources at the area's disposal, including teaching, non-teaching and support staff.
- 2.3 To set out, work towards and communicate effectively a vision of excellence for teaching and learning within the area, which involves continuously improving the quality of teaching and learning in the area.
- 2.4 To maintain sufficient written documentation to support the area effectively in terms of teaching strategies and procedures.
- 2.5 To monitor and evaluate all aspects of the area's work, in accordance with the school's monitoring and evaluation systems, and ensure issues to be addressed are incorporated into the department development plan.
- 2.6 To support all members of the area in terms of student discipline, their personal classroom performance and individual professional development.
- 2.7 To ensure that the behaviour system is used consistently and effectively within the areas.

- 2.8 To play a wider role within the school as a middle leader in ensuring the school's policies and vision are implemented.
- 2.9 To communicate effectively with members of the area & all other relevant members of school.
- 2.10 To use the Performance Management cycle to enhance the professional development aspirations of colleagues and achieve targets for the programmes.

3 Specific Duties as Subject Leader

- 3.1 To have responsibility for assessment and monitoring, including external exam entries.
- 3.2 To improve the quality of teaching & learning in the department, and be able to demonstrate this improvement.
- 3.3 To make a major contribution to the development of HGS as a centre for excellence in education.

4 Curricular Development

- 4.1 To contribute towards continuity and progression within the whole school curriculum.
- 4.2 To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
- 4.3 To develop strategies within the programmes managed for the students' spiritual, moral, social and cultural development, including citizenship.
- 4.4 To use the programmes where appropriate to develop students' literacy, numeracy, oracy and competence in ICT.
- 4.5 To monitor and evaluate teaching in the area; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
- 4.6 To develop strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs including the most able.
- 4.7 To work with the SENDCO to ensure IEPs are used effectively within the area by setting subject-specific targets and matching the provision to individual student needs.
- 4.8 To be responsible for the management of all programmes of learning allocated to the area.
- 4.9 To encourage staff to develop extra-curricular activities which may/may not be linked to the area.

5 Professional Development

- 5.1 To provide or organise in-service training for the subject's teaching staff as appropriate.
- 5.2 To identify development opportunities for staff within the subject area, in liaison with line manager.
- 5.3 To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- 5.4 To personally keep up to date with developments and new ideas related to the programmes of learning within the area.

6 Liaison/Communication

- 6.1 To meet regularly and work with line manager for mutual professional support and to develop effective area management.
- 6.2 To liaise with other post holders and governors as appropriate to ensure efficient running of the school and prompt response to parents.
- 6.3 To forge appropriate and mutually beneficial links with local and national organisations associated with the area and with local and national businesses.

7 Stock/Resources/Budget

- 7.1 To manage the physical resources of the area and ensure best value is achieved. This to include making all resources as accessible as possible for staff and students, including transferring educational resources to electronic form where appropriate.
- 7.2 To manage the allocated budget without overspend.

8 Health & Safety

- 8.1 To maintain an up-to-date knowledge of all Health and Safety matters affecting the area, and to ensure all staff in the area have up-to-date knowledge of Health and Safety matters.
- 8.2 To make sure that all staff in the area follow procedures in line with School policies.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



Appointment of Subject Leader (English) - Person Specification

1 Experience

- 1.1 Experience of more than one school. D
- 1.2 Successful experience of raising standards at middle management level. D
- 1.3 Successful experience of managing whole school improvement in a secondary school. D
- 1.4 Successful experience of leading teaching and learning initiatives. D
- 1.5 Successful experience of leading, motivating and monitoring other members of staff. D
- 1.6 Successful experience of curriculum development. D
- 1.7 Experience of managing students with challenging behaviour. D

2 Qualifications/Training

- 2.1 Degree level qualification plus PGCE. E
- 2.2 Further post-graduate study of education. D
- 2.3 Recent leadership training. D

3 Knowledge

- 3.1 Up-to-date knowledge of curriculum related issues 11-19. E
- 3.2 Detailed knowledge of pedagogical practice in relation to Teaching and Learning. E
- 3.3 Thorough understanding of best practice in raising student attainment. D
- 3.4 Knowledge of best practice in relation to assessment. D

4 Aptitudes

- 4.1 Skilled classroom practitioner. E
- 4.2 Highly effective communication skills. E
- 4.3 Ability to lead and inspire colleagues. E
- 4.4 Ability to form good working relationships and influence others. E
- 4.5 Capacity to evaluate and improve. E
- 4.6 Competent in ICT including knowledge and application of Management Information Systems. E
- 4.7 High level of skill in dealing with issues relating to student behaviour. E
- 4.8 Ability to be able to forge and maintain educational partnerships. E
- 4.9 Ability to analyse performance data. E
- 4.10 Ability to contribute to wider school life. E

5 Characteristics

- 5.1 Passionate belief in the ability of every student to achieve. E
- 5.2 A clear educational vision and sense of direction. E
- 5.3 Good organisational skills and high levels of self-motivation. E
- 5.4 Energy, self-confidence and the ability to 'give more' when the occasion demands it. E
- 5.5 Ability to work under pressure and to meet deadlines. E
- 5.6 Ability to maintain a sense of perspective in all working conditions. E
- 5.7 Record of good health, attendance and punctuality. E
- 5.8 A desire for further promotion. E

6 Safeguarding and Promoting the Welfare of Students

- 6.1 Has appropriate motivation to work with students. E
- 6.2 Ability to maintain appropriate relationships and personal boundaries with students. E
- 6.3 Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline. E



Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £2.22 a week,
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- There are numerous ad-hoc social events throughout the year.