

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Subject Leader of English

Required: Easter or Summer Term 2025





Subject Leader of English

Bishop Justus is seeking to appoint an enthusiastic, energetic and inspirational Subject Leader of English to join our dedicated team. You must be an experienced Leader at the forefront of promoting high standards of teaching and learning across the English department. You must also have experience teaching across KS3 – KS5, delivering a high-quality knowledge rich education for our students.

The successful candidate must be able to establish excellent relationships with students and colleagues, be flexible in their approach and provide clear leadership to the department through excellent communication skills. Our school is driven by a pursuit of high academic standards regardless of background and a desire for all students to experience an exceptional education. We are looking for a colleague who shares those ambitions and is committed to helping students achieve their full potential.

Our ideal candidate will:

- Be an excellent Teacher of English;
- Be an experienced Leader;
- Have experience teaching across KS3 – KS5;
- Have a love of the subject and desire and ability to convey this to students;
- Develop and implement innovative teaching practices to raise student achievement in English.
- Be enthusiastic, energetic and be able to lead innovation within a team;
- Possess effective communication skills and be emotionally intelligent;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Hold a good honours degree along with qualified teacher status.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit a letter of interest outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 6th March 2025 - noon
We reserve the right to withdraw the advert, should we find a suitable candidate.

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 13th March 2025

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Easter or Summer Term 2025

APPLYING

Please send your letter of interest, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

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JOB DESCRIPTION

DETAILS

Job Title: Subject Leader of English

Grade: MPS/UPS + TLR 1A

Hours: Full Time

Contract: Permanent

Accountable to: Deputy Headteacher

THE ROLE

To provide outstanding teaching and learning and leadership of English to secure high attainment of students. To collaborate effectively with colleagues to design and deliver an engaging curriculum.

Teaching and Learning:

- Ensuring that statutory requirements of the national curriculum are met.
- Ensuring that all examination criteria are met.
- Ensuring that programmes of study which match provision to student needs are planned, implemented, reviewed and revised.
- Promoting highest quality of learning and teaching.
- Ensuring standards of literacy are monitored and supported throughout the school.

Student Achievement:

- Allocating students to teaching groups, monitoring students' progress especially via regular assessment and taking such action which may be necessary.
- Planning appropriate intervention strategies for students to raise achievement.
- Promoting highest attainments in public examinations.
- Analysing assessments and examination results, comparing them with school norms, benchmark norms and national statistics.

Staff Effectiveness:

- Appraising staff performance.
- Advising as to priorities for continuous professional development ensuring members of staff keep abreast of recent developments in the subject.
- Promoting the training of current, trainee and beginner teachers.
- Providing creative and visionary leadership to build an effective departmental team.

Policy and Planning:

- Working to a Department Improvement Plan which takes account of the school's plans and priorities.
- Dealing effectively with all routine departmental organisation and administrative matters.
- Ensuring that departmental records and handbook are properly kept and updated when necessary.
- Liaising and working collaboratively with other area heads and with external agents.
- Working productively and co-operatively with the line manager.



Finance and Resources:

- Managing departmental capitation in line with the Faculty plan and good value for money.
- Deploying resources effectively and equitably.
- Ensuring that the working environment is safe, suitable, attractive and well cared for.

ROLE OF THE FORM TUTOR

- Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
- Monitor student planners on a regular basis.
- Ensure that tutorial programmes are planned, recorded and are in accordance with the programme of study provided by the Learning Director.
- Complete individual reports for parents and maintain regular contact.
- Promote students' achievements using praise and rewards effectively in line with school policy.
- Maintain effective communication with students and their parents, and with subject teachers, Learning Directors, Assistant Head, and senior staff as necessary.
- Assist Learning Directors and Assistant Head in the organization of year activities and events.
- Ensure that students new to the school are properly inducted.

FLOURISHING PEOPLE AND PROFESSIONAL DEVELOPMENT

Once your probation period is completed successfully, you will transfer to the Aquinas Trust
"Flourishing people CPLD cycle." This will involve:

- Self-evaluation
- Development goal setting
- Termly check in's

Along with this work you will, with the support of your appraiser, you have the opportunity to
"Research, Train and have a go" – this would be a project that you can complete about an area
of education you are interested in.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

SUBJECT LEADER OF ENGLISH

TRAINING AND QUALIFICATIONS	ESSENTIAL/DESIRABLE
Qualified Teacher Status	E
Degree or equivalent	E
Commitment to professional learning activities	E

LEADERSHIP COMPETENCIES	
Be an experienced Leader;	E
Have high expectations of themselves and their students	E
Hold positive values and attitudes, and adopt high standards of behaviour in their professional role	E
Have commitment to ensure every student achieves their full educational potential	E
Use student data to inform progress and attainment	E
Have a commitment to progress and enthusiasm for learning	E
Have diligence, drive and focus to boost standards	E
Have high quality organisational and communication skills	E
Have a commitment to collaboration and co-operative working	E
Demonstrate exemplary professional and personal standards in all their actions	E
Be able to establish fair, respectful, trusting, supportive and constructive relationships with students	E
Have the ability to inform, advise and guide students to ensure progression	E
Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language	E

EXPERIENCE OF TEACHING	
In a secondary school	D
As a highly effective practitioner	E
Experience teaching across KS3 – KS5	E
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	
Excellent, secure knowledge of their subject and related pedagogy	E
Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies	E



Skills in literacy, numeracy and ICT to support their teaching and wider professional activities	E
A range of approaches to assessment, including the importance of formative assessment	E
Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications	D
How to make effective personalised provision for those they teach	E
Up-to-date safeguarding procedures, and the ability to identify and support students as	D

PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	
Inspire, challenge and motivate colleagues and students towards a shared vision	E
Teach challenging and well organised lessons across the age and ability range	E
Promote and maintain effective relationships	D
Prioritise, plan and organise self and others	E
Think creatively in order to anticipate and solve problems	D
Listen to and reflect positively on feedback	D
Demonstrate an ability to communicate to a range of audiences	D
Willing to be flexible to meet the needs of the college	E
Lead assemblies or collective worship	D

CONFIDENTIAL REFERENCES AND REPORTS	
A positive recommendation from current Headteacher or employer	E
A supportive reference from one other source	E
Enhanced DBS check undertaken and acceptable to the Headteacher	E

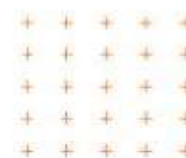


Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for teachers unless superseded by statute or revised editions, or by local provisions.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.



Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years & access thousands of amazing discounts online and on the high street.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

