

Recruitment Pack



Subject Leader of English
April 2021



School Ready; Work Ready; Life Ready

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Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



Nick Bowen
Executive Principal



Claire Huddart
Principal

We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.

Vision Overview 2020-2025

Vision

School Ready; Work Ready; Life Ready

Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

Aims

Equity of Opportunity	Global Readiness	High Expectations	Strong Community	Culture of Kindness
To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.	An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.	Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.	Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.	A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.



CORE VALUES

At Horizon Community College

PRIDE Wear full College uniform at all times Take pride in all you do and actively look to improve your work	ORGANISATION Bring correct equipment to every lesson Organise your time and complete homework to the best of your ability	ENGAGEMENT Be focussed and attentive in lessons act on advice and feedback Seek to discover new things & be prepared to take risks	QUESTIONING Contribute in every lesson Ask questions to deepen your knowledge and understanding	RESPECT Follow staff instructions the first time & every time Be honest and polite to others	KINDNESS Be considerate and supportive of others Treat others as you would expect to be treated	TEAMWORK Engage with cooperative learning Take on an active role within the team, readily sharing ideas and information	TOLERANCE Value others regardless of sexuality, race, faith gender or disability Accept the quirks of others	INDEPENDENCE Demonstrate dedication & commitment Be self-disciplined and evidence self-direction	RESILIENCE Persevere and recognise it is alright to make a mistake Respond well to constructive criticism
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Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit: <https://horizoncc.co.uk/safeguarding/>

Vacancy Details

Role: Subject Leader of English

Salary: L8 - L12 (£50,151 - £55,338)

Type: Permanent

Closing Date: Monday 26 April 2021 at 12 noon

To Start: September 2021

This is a very exciting time to join and lead our English department, who are focused on achieving the best possible outcomes for every child. Underpinning this is the ongoing development of an excellent, broad curriculum which builds on skills developed at KS2 while supporting the demands of GCSE study and beyond.

We are looking for a self-motivated, creative and inspiring leader to drive the success of this department. We are very proud to have a full team of specialist English teachers and we are searching for an enthusiastic leader, with a passion for their subject, who can work with Deputy Subject Leader of English to bring out the best in this committed and hard-working team.

This role would suit an ambitious and consistently good or outstanding teacher looking to develop their career in middle leadership or equally someone who already has TLR experience and is looking for a new challenge.

You will benefit from a balanced timetable and the support of a strong leadership team. We welcome applications from colleagues who want to be part of a positive and forward-thinking team at this exciting time for the school.

Horizon also offers the successful candidate a whole-hearted commitment to professional learning that places individual development at the heart of its ethos. The College provides an excellent in-house training programme of Continuing Professional Development for developing middle leaders and beyond, enabling staff to benefit from excellent opportunities to enhance their practice and realise their career potential.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.

Job Description

SERVICE AREA: Horizon Community College	
JOB TITLE: Subject Leader of English	
GRADE: Leadership	
RESPONSIBLE TO: Principal and Line Manager	
RESPONSIBLE FOR: Deputy Subject Leader, Assistant Subject Leader (if applicable) and Subject Teachers	
DATE AGREED:	BY WHOM:

Purpose of Post:

Improve the quality of education, raise standards, drive achievement and develop an outstanding department.

Key Areas:

Improve the quality of education within the subject:

- Develop and implement a high-quality curriculum that is in line with the college 'key principles' for curriculum design
- Ensure the consistent implementation of the whole College Teaching and Learning Strategy within the subject area
- Ensure the consistent implementation of high-quality assessment and response to data that pushes all students, including those from key groups, to achieve to their full potential
- Create and implement the department improvement plan
- Quality assure, evaluate, and develop the department

Improve the behaviour and attitudes within the subject:

- Ensure the consistent implementation of the College behaviour for Learning policy
- Ensure all staff within the department are supported to raise standards and maintain an excellent learning environment across the department
- Provide life enriching opportunities to allow students to develop their cultural literacy and ensure students leave horizon 'Life Ready and Work Ready'

Raise Standards across the department

- Ensure that appropriate CPD is put in place to support and develop staff across the department
- Ensure that succession planning is taking place and leaders within the department are being developed
- Ensure that staff are held to account for the quality of their work, their commitment to continuous professional development and their professionalism

Duties and Responsibilities:

Specific duties and responsibilities:

As a leader within the department

- Establish the vision for the department.
- Represent the department in all matters across the college and be a positive role model for staff within the department.
- Model expert teaching and learning practice.

- Model expert behaviour management.
- Lead the delivery of a curriculum that is in line with the College key principles for curriculum design. Maintain and develop schemes of learning to support this.
- To embed students' personal and social development within the academic and wider curriculum.
- Deliver improvements in the quality of teaching and learning across the department. Ensure that the proportion of good and expert teaching practice increases and that developing teaching practices are challenged and supported.
- Further develop the high expectations staff have for students and students have for themselves.
- Raise the aspirations of students at all levels.
- Ensure that assessment is both regular and thorough and is in line with the college principals for assessment.
- Ensure that all data presents a clear and accurate picture of the progress and effort of students.
- Ensure that department response to data is strategic, timely and robust so that students make excellent progress.
- Cultivate a strong and positive team ethos within the department and encourage effective collaboration such that the whole department is consistently moving forward, and everyone is aware of department expectations and procedures (e.g. through the effective use of a department handbook).
- Work effectively within the subject leadership team to support and challenge colleagues so a culture of continual improvement is established and maintained.
- Ensure the feedback framework is embedded consistently across the department.
- Give advice, and support staff within your department, to deal effectively with behaviour issues.
- Ensure students efforts are celebrated and rewarded so that they feel valued. Monitor praise using the achievement dashboard and drive the use of effective praise.
- Promote and develop the 'character in the classroom' of students within the subject.
- Monitor behaviour incidents that take place within the department using the Behaviour Dashboard and implement behaviour strategies to support students and staff.
- Ensure the department fully supports the school's Personal Development offer across all six areas and including extra-curricular activities and links with the careers department.
- Provide staff with up-to-date best practice based on educational research, identifying educational research to enhance existing practices.
- Contribute to the selection for appointment of teachers to the department.
- Lead on the appraisal of the department.
- Prepare and monitor the departmental budget, ensuring value for money.
- Lead on the QA, support and coaching of staff within the department to improve their pedagogy and behaviour management.
- Deliver and facilitate appropriate CPD on curriculum, subject specific knowledge, pedagogy and the Teaching and Learning Framework for all staff within the department. Ensure there is a CPD programme in place that will appropriately develop early career teachers, developing middle leaders, newly appointed staff etc.
- Ensure that opportunities for and the development of leadership at all levels is in place.
- Strategically plan and ensure high-quality department development sessions are in place that continue to drive the department forward.
- Organise all external examination entries for the department with the Examinations Officer.
- Ensure that all stakeholders' opinions form a part of the department evaluation (e.g. staff, student and parent voice).
- Assist the school's SENCO in ensuring that students who have special learning difficulties follow an appropriate curriculum.
- Ensure that the stock and equipment is well cared for and efficiently used.
- Ensure that the teaching spaces present a safe and stimulating environment conducive to learning and that appropriate risk assessments are carried out.

- Maintain and develop links with departments from other schools, partnership feeder schools, colleges, universities and appropriate employers.

As a leader within college

- Play a full part in the life of the College to promote and sustain the ethos and policies (such as appraisal), modelling the values and the College vision.
- Attend department meetings and other leadership meetings across the whole College as required.

Professional Responsibilities

- Regularly review your own practice, including your own leadership, and take responsibility for your own personal and professional development.
- Comply and support the implementation of policies and procedures relating to the code of conduct, safeguarding, health and safety, security, confidentiality, and data protection etc.

Duties to be performed in accordance with the provisions set out in the School Teachers' Pay and Conditions Document and the relevant standards for teaching staff.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
Relevant Experience	Experience of Middle Leadership within a secondary school context	Application form/interview	Essential
	Experience of using school data effectively to raise achievement	Application form/interview	Essential
	Experience of leading teams of staff in supporting and ensuring subject knowledge to enable learning	Application form/interview	Essential
	Experience of developing and improving the quality of teaching and learning within a subject area	Application form/interview	Essential
	Experience of turning Inadequate and Satisfactory Teaching and Learning into Good and Good into Outstanding	Application form/interview	Essential
Education and Training Attainments	Teaching qualification	Application form/Qualification certificate	Essential
	Degree in a relevant subject	Application form/Qualification certificate	Essential
	Evidence of training in use of up-to-date ICT	Application form/letter	Essential
	Commitment to further professional development	Application form/letter	Essential
General and Special Knowledge	Excellent subject knowledge	Application form/Interview	Essential

	Knowledge of latest developments in Teaching and Learning.	Application form/interview	Essential
	Knowledge of Accelerated Learning Cycle, Collaborative/Co-operative Learning and Assessment for Learning	Application form/interview	Essential
	Knowledge of school data – RAISEonline, FFT etc and how to analyse this data and then effectively use what the data tells us in order to support department members in raising achievement	Application form/interview	Essential
	A clear understanding of benchmarks/estimates, predictions and targets and how to use these appropriately and effectively to support all department members in raising achievement	Application form/interview	Essential
Skills and Abilities	Ability to model good/outstanding teaching and learning	Lesson Observation	Essential
	Ability to ensure a whole-school positive behaviour culture and lead department members to do the same	Application form/interview	Essential
	Ability to work on own initiative and prioritise work to given deadlines.	Application form/interview	Essential
	Ability to present information clearly and concisely to prescribed formats.	Application form/interview	Essential
	Ability to develop and motivate teachers to become outstanding practitioners	Application form/interview	Essential
	Ability to accurately assess quality of Teaching and Learning	Application form/interview	Essential
	Excellent written and verbal communication skills.	Application form/interview	Essential
	Ability to work accurately and methodically under pressure.	Interview	Essential
	Ability to respect and maintain confidentiality.	Application form/interview	Essential

	Ability to work individually and as part of a team.	Application form/interview	Essential
	Commitment to the safeguarding and promotion of the welfare of young people.	Application form/interview	Essential
	Ability to maintain appropriate relationships with staff and students	Application form/interview	Essential
	Ability to deal appropriately with a range of sensitive issues.	Application form/interview	Essential
Additional Factors	A willingness to take part in training and development opportunities as required.	Application form	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices.

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.

The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

This is an exciting and rewarding role and we look forward to receiving your application.

Should you wish to discuss the role further please contact us on 01226 704230.