



Teacher of English and Whole School Literacy Lead

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and/or leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully



Jo Meloni
Headteacher

Teacher of English and Whole School Literacy Lead

Required September 2024

Full time - MPS/UPS plus TLR 2b

Required for September 2024, an enthusiastic and talented teacher of English to teach classes across Key Stages 3, 4 and 5. In addition, this role is responsible for strategically leading the school improvement plan on whole school reading and literacy. The successful candidate will work alongside curriculum leaders to ensure literacy is taught in all subjects whilst ensuring that appropriate interventions are in place to ensure all students are able to read fluently with in depth understanding. The successful candidate will have a full understanding of how reading is the gateway to learning and is passionate about making a difference at Sackville School.

English is a large and thriving department fully staffed with specialists. The department has its own block with a suite of teaching rooms and its own staffroom. The ethos of the department is one of teamwork, enthusiasm and a sense of purpose. In addition to this role, the Curriculum Team Leader is well supported by Key Stage post holders, and a dedicated intervention teacher.

Sackville School is a popular and oversubscribed large, mixed, 11-18 comprehensive with 1700 students on roll. We are looking for someone with the skills, enthusiasm, and ambition to join our team and to achieve our ambitious aims for all of our students.

We are an exceptionally friendly and supportive community built on strong relationships which allow every student to thrive. We invest in our staff, enabling them to pass on their knowledge and love of their subject such that our students are given the very best experience and opportunities to succeed. We have acquired a deserved reputation for 'fighting for every child'. We want all of our students to develop a lifelong love of learning and achieve their full potential.

We welcome applications from experienced colleagues looking for a new challenge in a large and popular school. The school has an outstanding induction programme for new staff and bespoke CPD opportunities for career progression.

Closing Date: Monday 20th May at 9.00am **Interview date:** Thursday 23th May

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details are available on our website <https://sackvilleschool.org.uk> or from Mrs K Dawson PA to the Headteacher, on 01342 414900. An application form, safer recruitment form and letter of application addressed to the Headteacher, should be sent to the Headteacher's PA at kdawson@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

Teacher of English and Whole School Literacy Lead

CORE PURPOSE:

- To develop and enhance the teaching and learning of your subject.
- To raise the levels of attainment and progress of all students in your subject.
- To drive our school improvement focus on reading and literacy.

TEACHING:

- Deliver high quality lessons that meet the needs of all students.
- Ensure subject knowledge is up to date and refreshed as necessary.
- Participate in all internal CPD sessions and attend external CPD as required to develop pedagogy.
- Participate in the appraisal review process.

LEADERSHIP

School

- Ensure school improvement through the implementation of the school development plan and school policies.
- Supervision and guidance of students and staff.
- Be part of the Middle Leader group, including attending meetings and proactively supporting wider school development priorities.
- Ensuring all actions are clearly research driven and evaluated for impact.

Team

- Providing whole school/team CPD as and when required by strategic development plans
- Monitoring and management of whole school literacy programs and interventions, including measuring the impact through assessment.
- Represent the area at Curriculum Team Leaders' meetings.
- Support the safer recruitment process of new colleagues.
- Participate in our performance development review process (appraisal).

MONITORING STUDENTS' EXPERIENCE

Attendance:

Ensure effective practice in accordance with the school policy.

Behaviour:

- Effectively manage students' behaviour in accordance with the school Culture for learning policy, applying appropriate departmental rewards and sanctions, including promoting the use of restorative approaches to behaviour management and establishing positive relationships with students and families.

Records:

- Ensure that procedures are carried out so that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, reports.

Reporting:

- Organise and administer appropriate and effective report writing to parents/carers, as identified in the school monitoring evaluation and review calendar.

Uniform:

- Monitor the standard of uniform in accordance with school policy and deal with any uniform variations.

CURRICULUM

- Support subject leads in the development and regular revision of appropriate schemes of learning in line with our literacy expectations.
- Monitor the delivery of reading and literacy across the curriculum, including regular lesson observations and engaging student voice.
- Work closely with Curriculum Team Leaders to ensure consistent and effective methods for teaching literacy are embedded across the curriculum.
- Identifying the bottom 20% of readers, and any who are not secondary ready, at entry with oversight of relevant interventions to promote achievement and progress.
- Lead and advise on classroom management and the development of high quality teaching and learning.
- Ensuring reading and literacy are high profile across the school, using national initiatives where appropriate.
- Ensuring age appropriate resources are being used across the curriculum to help support literacy.
- Working with relevant leaders in the school to promote and embed student leadership opportunities such as Reading Buddies, Reading Assemblies among others.
- Liaise closely with Community Leaders to monitor student progress and agree interventions to raise achievement.
- Manage the effective provision of all relevant resources, human, financial and physical.

ASSESSMENT

- Ensuring clear and effective methods of assessment of reading and literacy in lines with school strategies.
- Ensuring that all relevant prior and current performance data (e.g. Accelerated Reader, Reading ages etc) is used to promote student progress across the curriculum.
- Using the reading and literacy strategy to help ensure KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support within this area.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Teacher of English and Whole School Literacy Lead

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
Qualified teacher status	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Recent relevant in-service training	✓	
Experience		
Very successful teaching record	✓	
Successful leadership and management of a team		✓
Successful participation in and understanding of curriculum development	✓	
Involvement in extracurricular activities		✓
Evidence of working with partner schools (secondary or feeder)		✓
Abilities and aptitudes		
Clear communication skills (spoken, written and use of ICT)	✓	
Very good organisational skills	✓	
Very good interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to think creatively and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

English Department

English is a well-established Faculty with an outstanding academic tradition. We work together, sharing ideas and developing resources. The Faculty has its own block with a suite of teaching rooms and its own staffroom. The ethos of the Faculty is one of teamwork, enthusiasm and a sense of purpose. The Curriculum Team Leader is well supported by Key Stage post holders, a Literacy Leader, a dedicated English Intervention Leader and 1:1 catch up teachers. English is currently fully staffed with fifteen specialist teachers.

Key Stage 3 (Years 7, 8 & 9)

Our schemes of learning ensure coverage of the National Curriculum requirements whilst offering the teacher the opportunity to utilise his/her own strengths. Assessment at KS3 is continual; we encourage students to assess their own progress, setting targets in consultation with their teacher.

GCSE (Years 10-11)

Students are entered for GCSE AQA English Language and English Literature. The most able students are placed in top sets and there are mixed ability sets after this for our two year Key Stage 4. English contributes well to the very strong GCSE results achieved at Sackville.

A Level

A Level English is very popular with students at Sackville. We currently offer students two courses: AQA English Language and AQA English Literature. Our KS5 results are strong which reflects the high level of commitment from staff and students.

ICT

We are well resourced with Chromebooks which students can use to support their learning in class. The team uses a wide range of digital learning resources to support delivery of the curriculum.

Library (Learning Resource Centre)

The LRC is staffed by a full-time and a part-time librarian. The librarians assist the faculty in our drive to encourage students to view reading as a pleasurable as well as informative pastime. Students in KS3 use the Accelerated Reader programme.

Extra curricular activities

There are regular theatre visits for all ages as well as visiting companies. Public speaking is very popular with Sixth Form students and Sackville is a regular winner of noteworthy competitions. Students are also encouraged to enter creative writing competitions and their enthusiasm is enhanced by visiting writers. We hold an annual whole school Reading Week and there are a range of creative clubs for the students to choose from.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite

MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Our vision is for a **safe and inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



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C OMMUNITY
 TEAMWOR **K**
 INCLUSI **V** ITY
 CUR **I** OSITY
 RESI **L** IENCE
 EQUA **L** ITY
 HON **E** STY

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