 

**NORTON COLLEGE**

Langton Road, Norton, Malton, North Yorkshire, YO17 9PT

Tel: 01653 693296

Email: ls@nortoncollege.net

**Key Stage Three Subject Leader for English**

**Required for September 2021**

**Full-time - Permanent**

We are looking to appoint a highly qualified, enthusiastic and motivated Teacher of English who is able to teach across the age and ability range.

The successful candidate will be responsible for the leadership & management of all aspects of Key Stage 3 English and will deputise for the Curriculum Leader for English in cases of absence. You will create and lead a purposeful and successful learning environment which maximises student progress across Key Stage 3 and where the faculty functions as a co-operative, happy and successful working team. This will be consistent with the aims of the school and the unique needs of each individual learner.

Norton College is a ‘Good’ and rapidly improving school, which was graded “Good” in October 2017 in all categories. The College has a clear vision for continued improvement which is centred on an excellent curriculum and high-quality teaching.

Should circumstances allow, prospective candidates may be able to visit the College for a tour. Please organise this via the e-mail address noted above.

**Closing date for receipt of applications is**: 9.00 am on Friday 23rd April 2021

**Interview date is:** Thursday 29th April 2021

Please download your application pack from the Norton College website at: [www.nortoncollege.net](http://www.nortoncollege.net)

The School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced Disclosure & Barring Service check.



Our Ref: TJ/LS

April 2021

Dear Applicant

**KEY STAGE THREE SUBJECT LEADER FOR ENGLISH – SEPTEMBER 2021**

Thank you for your request for information and the interest you have shown in the post of Key Stage Three Subject Leader for English.

I do hope that you will apply to join our College and, if you do, please complete the application form including a letter of application of no more than two sides of A4, addressing these issues:

* the experience you have that fits you for the post;
* your suitability for the post, particularly the qualities mentioned on the enclosed person specification.

Interested candidates are positively encouraged to speak to the Headteacher, Tim Johnson. The College telephone number is 01653 693296 and the following information is enclosed for your information:

* Job Description & Person Specification;
* Advert;
* Faculty Details;
* Why work at Norton College?

The closing date for receipt of applications is 9.00 am on Friday 23rd April 2021. Interviews will take place on Thursday 29th April 2021 and shortlisted candidates will be contacted to confirm arrangements for the day.

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. The successful applicant will be required to undertake an enhanced Disclosure & Barring check.

Thank you for the interest you have shown in this post. I look forward to receiving your application in the near future.

Yours faithfully



Mr Tim Johnson

Headteacher

Headteacher: Mr Tim Johnson

Deputy Headteacher: Mr Barry Evans

Langton Road, Norton, Malton, North Yorkshire, YO17 9PT

Tel: 01653 69 32 96

Fax: 01653 69 33 38

Email: admin@nortoncollege.net

Website: nortoncollege.net

**Norton College English Faculty**

Within the English Department there are five English teachers and support from a teaching assistant who specifically works within the faculty. The team is very welcoming and supportive, and we are strongly committed to CPD and we work closely together to develop the English curriculum and resources.

**Accommodation & Resources**

Each member of the English team benefits from their own classroom and we have a workroom space with two computers that teachers can use in their non-contact time. The faculty has access to the school’s six computer suites as well as its own bank of chrome books.

**Students**

English is a popular subject in school with students generally being hard working and well-motivated. Students are taught in mixed ability sets in Years 7 and 8 and then in sets from Year 9 onwards.

**Curriculum**

Schemes of Learning

We have a range of comprehensive schemes of learning which have been written by the faculty staff which challenge and stimulate the students at Norton. All the schemes of learning have a focus on reading and vocabulary as we really want to push the students in these areas. All our lessons have PowerPoints ready-made and they are stored in electronic format.

Key Stage 3

There are currently six periods of English per fortnight in Years 7, 8 and 9. The students follow our own challenging Schemes of Learning (SoL) which have a mixture of Language and Literature skills. We teach a range of challenging novels and poetry to engage our students. Students are tested regularly at the end of each topic. We also have a library lesson once a fortnight for years 7 and 8 where students complete independent reading and then reading of a class novel.

Key Stage 4

There are currently eight periods of English in Year 10 and nine periods in 11 per fortnight. Students currently study the AQA English Language and Literature courses. The students follow our own SoL written by faculty staff.

Key Stage 5

We currently offer AQA English Literature A at A level. Curriculum time is 8 hours per fortnight, and this is split over 2 teachers. The Literature course is well established and the numbers of students choosing to study the course are increasing.

**Ms Taryn Mackay - Head of English Faculty**

Key Stage 3 Subject Leader for English

Job Description

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**JOB TITLE:** Key Stage 3 Subject Leader for English

**GRADE:** TLR 2.1 £2873

**RESPONSIBLE TO:**  Curriculum Leader for English

**RESPONSIBLE FOR:** Leadership & management of all aspects of Key Stage 3 English. Deputising for the Curriculum Leader for English in cases of absence.

**JOB PURPOSE:** The main purpose of the Key Stage 3 Subject Leader for English is to create and lead a purposeful and successful learning environment which maximises student progress across Key Stage 3 and where the faculty functions as a co-operative, happy and successful working team. This should be consistent with the aims of the school and the unique needs of each individual learner.

**KEY RESPONSIBILITIES:**

* To establish and lead the strategic development of Key Stage 3 English with regards to self-evaluation, development planning and performance management, consistent with the agreed aims and policies of the school.
* To lead and be accountable for student learning, progress and development within Key Stage 3 English, using audit information to set clear goals for others and holding them accountable.
* To take corrective action when activities fail to deliver the expected results. To use performance data to identify where improvements can be made. To offer and evaluate a range of solutions based on sound analysis of the facts.
* To devise and review Key Stage 3 schemes of work and to ensure that all faculty members are following programmes of study and schemes of work.
* To ensure that programmes of study and schemes of work at Key Stage 3 offer effective cohesion with the Key Stage 2 and Key Stage 4 National Curriculum, programmes of study and schemes of work.
* To develop pedagogy within the faculty to ensure best practice is embedded within and across the teaching team.
* To be a model of professional conduct and practice across the Teachers’ Standards.
* To develop effective working relationships with all colleagues.
* In liaison with the Curriculum Leader for English and where appropriate, to delegate tasks to other members of the faculty, particularly those staff on UPS.
* To have well developed strategies to ensure that all pupils and adults are actively engaged in the learning process, inspiring others and driving a vision of continuous improvement.
* To monitor the work of the faculty to ensure appropriate standards of teaching and learning, assessment and reporting. To support colleagues in dealing with any difficulties, advising and intervening where necessary.
* To plan ahead to anticipate developments and resource implication at Key Stage 3.
* To encourage others to assess their own capabilities objectively. To provide feedback, coaching or advice on professional development in consultation with the CPD leader.
* To work alongside the Curriculum Leader to advise on student groupings and the allocation of teaching staff and rooms in line with faculty and school policy. To ensure that suitable work is available in situations of unexpected absence.
* To work alongside the Curriculum Leader to oversee the monitoring and support of NQTs in the faculty, in line with the requirements for the completion of QTS.
* To work alongside the Curriculum Leader to support the promotion of literacy across the wider curriculum.
* To ensure that all administrative work is carried out effectively. To allocate work to support staff as appropriate. To monitor the fair use and condition of all facilities and equipment within the faculty, ensuring inventories are up to date.
* To undertake any other duty as specified by STPCD not mentioned in the above.

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| **Key Stage 3 English Subject Leader Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidenced** A: ApplicationI: Interview R: References P: Presentation |
| Education to good Honours degree level in English, qualified teacher status (QTS) and a record of teaching English successfully across the age and ability range, up to and including GCSE | ✓ |  | A |
| Experience and success in teaching A Level |  | ✓ | A |
| Commitment to raising standards of achievement and participation in English and to promote English across the school | ✓ |  | I, R |
| Ability to promote a creative learning culture which embraces new technologies and promotes skills development among pupils | 🗸 |  | A, I |
| Line management experience or have responsibility for an area of development or specific initiative |  | ✓ | A, I |
| Experience of working successfully with a range of staff within school | ✓ |  | A, I |
| Evidence of recent CPD relevant to a leadership post and a thorough knowledge and understanding of current, relevant educational issues |  | ✓ | A, I |
| High professional standards in acting as a role model and ambassador for the school demonstrating excellent oral and written communication skills | ✓ |  | A, I, R |
| Excellent leadership and management skills with the ability to inspire, lead and work in a variety of teams | ✓ |  | A, I, R |
| Commitment to raising student aspiration and achievement | ✓ |  | A, I |
| Ability to work positively and in partnership with parents, governors and the community | ✓ |  | A, I |
| An agent for change and innovation | ✓ |  | A, P, R |
| High expectations of yourself and others | ✓ |  | A, I, R |
| Excellent communication skills and a sense of humour | ✓ |  | A, I, R |
| Able to deliver a vision but also to complete detailed plansand meet deadlines | ✓ |  | P, R |
| Lead by example and challenge underachievement effectively through support and accountability dealing sensitively to resolve conflicts and problems | ✓ |  | A, R |
| Promote Equal Opportunities and safeguarding | ✓ |  | R, I |
| Demonstrate understanding of the issues affecting 11-19 year-old pupils | ✓ |  | A, I |
| Proven record of a positive impact upon school improvement |  | ✓ | A, I, R |
| Record of excellent achievement in results, student progress and classroom teaching | 🗸 |  | A, R |
| Leadership of, or contribution to, extra-curricular visits and activities |  | 🗸 | A, R |

 |  **A:** Application  **I:** Interview  **R:** References |

**Why work at Norton College?**

**Students** - Our students speak of the family feel that the College generates and see this as one of our unique selling points. Staff truly feel part of a team and support the ethos and direction that the Governing Body sets.

Norton College is **highly committed** to developing all staff within their roles and creating pathways for further career progression.

**Professional Development** is a real feature of life at Norton College. We have a comprehensive and extensive induction programme for new staff who join us. Staff benefit from regular training opportunities. Every other Monday, College finishes early to allow for a 2-hour training time with high quality input and the time to put ideas into practice. A feature of our Professional Development is a focus on JPD (Joint Professional Development) where staff are able to work in small groups to develop their teaching practice around the ideas of ‘Lesson Study’. The College has other opportunities such as Twilights, Teaching and Learning briefings and a coaching programme where staff can develop their skills alongside like-minded colleagues. Many of our staff have gone on to promoted posts, both internally and externally, as a result of the relentless focus on Professional Development. Find out more by following us on Twitter @NortonTandL.

**Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff. Our recently reviewed HR polices promote this ethos throughout.

**Strong Communications** - There is an active and effective Staff Consultation Group which represents all groups of staff. In addition, the College has excellent links with all professional associations.

**Employee Benefits -** These have been organised internally and have been handpicked individually rather than by employing an agency organisation. Main benefits include:

* **Pension Scheme -** Every employee of the College is entitled and encouraged to join the pension scheme which is relevant to them. For teaching staff this is the Teachers’ Pension and for support staff this is the Local Government Pension Scheme;
* **Cycle to Work Scheme** - the scheme provides a cost effective and healthy alternative to other methods of commute and our aim is to open this to applications at least once per year;
* **Child care vouchers** - embedded scheme currently well used and providing excellent savings by choosing to purchase these via payroll deduction;
* **Free on site fitness suite access** - the College has its own modern, well-equipped fitness suite which is open to the public outside of College hours. All staff have access to this facility during the opening hours, as well as staff run spinning and dance classes;
* **Lifestyle support – local offers** - the College has organised a number of discount schemes with local suppliers which have been well received by current staff.

**Location -** The College serves the towns of Norton and Malton and the surrounding rural community, however, it also has good road access from Leeds and York via the A64. Scarborough, Thirsk, Northallerton, Harrogate and the East Riding and Hull are also within an hour’s commute.

**Community** - Norton College has strong community links with both the towns of Norton and Malton. The College is seen as the number one choice within catchment and also has a growing number of families, as far away as Filey and Scarborough, who are accessing the consistently good education on offer.