



Higham Lane School
Helping Learners Succeed

Job Specification

Temporary Teacher of English (maternity cover initially with the strong possibility of becoming permanent)

Full-time/Part-time

MPR/UPR

October 2022



Thank you for taking the time to consider Higham Lane School as your next school. Higham Lane is a large, 11-18 comprehensive academy, set on an attractive site on the Warwickshire-Leicestershire border, easily accessible due to excellent road, train and bus connections.

Achievement in all its forms: artistic, academic, social, cultural, sporting and intellectual is equally valued in our diverse five year, knowledge-rich curriculum. We were extremely pleased to have been rated as Outstanding by Ofsted in May 2019, one of only a small number of schools in England to have achieved the highest rating that year. We are enormously proud to have performed in the top 20% (yes that's top 20%!) of schools in England for student progress at GCSE in 2019. (As you are aware, schools have not published results for 2020 and 2021 due to the pandemic). We are also delighted to have achieved impressive A level results in our high-performing Sixth Form. Our progress figures indicate that our teaching and learning and student behaviour and engagement are excellent! We are also delighted that the Department for Education has given us permission to open a new secondary Free School, Higham Lane North Academy, within the next few years after we have formed a new Multi Academy Trust. In July 2021, we were granted World Class Schools status, one of a very small number of schools to achieve this.

Our school has a strong ethos based on mutual respect between students and staff and very clear expectations regarding students' effort and behaviour. We enjoy an excellent reputation with parents/carers and are always oversubscribed. You will find a happy, caring and purposeful environment at Higham Lane. Students get on exceptionally well, both with each other and with our staff, who take pride in working here. Our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards, irrespective of their ability. We encourage them to "Be the best you can be!"

At Higham Lane, our staff are our most precious resource. We are committed to offering you:

- excellent continuous professional development
- reduced workload
- behaviour for learning that empowers teachers to teach and students to learn
- a range of imaginative approaches to ensure staff wellbeing.

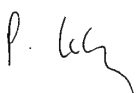
The closing date for applications is: **as soon as possible** If you are interested in applying for this post, please complete the application form that you will find on the School's website (www.highamlaneschool.co.uk) and email it to jobs@highamlaneschool.co.uk, indicating in the message title the post you are applying for.

If you would like to have a chat about this post, please contact Kally Somel, Subject Leader for English, on 024 7638 8123.

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

We really look forward to reading your application!

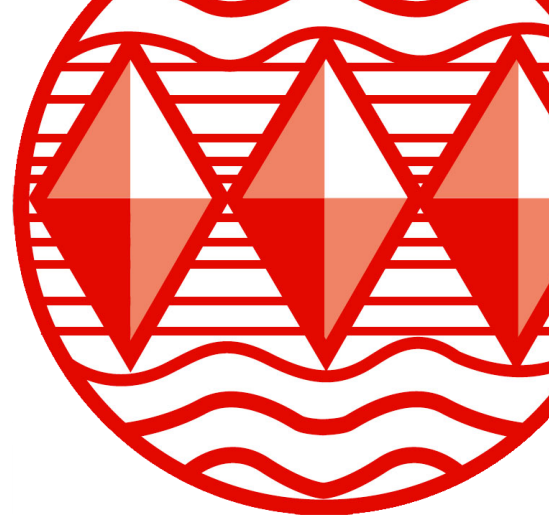
Yours sincerely,



Phil Kelly
Headteacher



WHY WORK FOR HIGHAM LANE SCHOOL?



At Higham Lane, we appreciate that our staff are our most precious resource. We are committed to offering them:

EXCELLENT CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

- we are passionate about curriculum, teaching and learning, always developing our practice and learning from each other!
- our approach to performance management is on developing staff. Conversations are based around celebrating teacher strengths and focusing on how to be even more effective. This is also reflected in the way we do lesson visits and learning walks.
- our CPD is second to none and highly-regarded by our staff, many of whom often lead sessions themselves. Our staff have led presentations for Pixl and Osiris.
- all staff receive regular training in the most effective teaching and learning techniques based on pedagogical research by leading practitioners such as Lemov and Rosenshine.
- we provide bespoke career stage training such as NPQSL, NPQML and the new, reformed NPQ programmes as well as Olevi programmes for improving and outstanding teachers and outstanding leaders. In addition, this year, two of our senior leaders are taking part in the Department for Education's Exemplary Leadership Programme (ELP).
- we have expertise in teacher training and formed the Higham Lane School Partnership comprising 13 partner schools across both primary and secondary phases in collaboration with the University of Warwick, Birmingham City University and the University of Leicester. We are a Designated Lead School for School Direct.
- we are local delivery partners for the Early Career Teacher and Mentor Induction programmes.
- we are actively leading school-to-school support within our local area, sharing our strong practice and expertise and learning from other schools about their effective approaches. Our Director of Corporate Services and Chief Financial Officer is a mentor on the ESFA CFO Mentoring Programme.

REDUCING WORKLOAD

- we are committed to reducing staff workload by always looking to streamline our ways of working, for example in our Feedback Policy, which makes greater use of whole-class feedback, rather than pointlessly marking excessively. Non-judgmental quality assurance conversations with staff celebrate strengths and consider how to make our curriculum and teaching and learning even more effective.
- we minimise admin and data entry so we can truly focus on what is important to allow meeting time to be dedicated to teaching and learning.
- we value our staff as experts in their field. Subject teams have dedicated weekly time and space to work together to develop their practice.
- staff work very effectively in their subject teams to collaboratively produce schemes of learning and resources, so that teachers are not wasting time creating their own materials.
- students use knowledge organisers for revision during homework and assess themselves in our Do Now knowledge tests, enhancing their subject knowledge and reducing teacher workload.

BEHAVIOUR FOR LEARNING THAT EMPOWERS STAFF

- we empower teachers to teach and students to learn!
- students' behaviour is excellent.
- our SLT and Progress Leaders move around our site during every lesson to supportively visit lessons, support teachers and uphold our ethos.
- where students do not behave according to our expectations, we address this promptly.
- parents/carers fully support our Behaviour for Learning Policy.

STAFF WELLBEING

- staff wellbeing is very important to us. We care about each other. Staff know that they can always approach SLT members and staff governors with any wellbeing or workload concerns.
- we believe that successful schools are rooted in strong teamwork where everyone plays their part and is valued.
- we ensure a work-life balance in the way we organise our meetings and INSET days and release our calendar before the start of the academic year.
- we ensure emails are used sparingly and only at agreed times (7am-7pm, Mondays-Fridays).
- we support staff to look after themselves, for example by signposting health awareness events.
- we discuss what is working effectively and what needs to be done differently in our half-termly Staff Governors and Unions meetings.
- we get on well together and celebrate our many achievements in a range of social events.

SERVING OUR COMMUNITY

- students play an active part in the running of our school (such as through the Junior Leadership Team, Year Ambassadors, Student Voice groups and so on). Students' views are important to us and influence the school's strategic planning.
- we have excellent relationships with parents/carers and value their feedback.
- we actively support our local community through fundraising and supporting local charities such as the Nuneaton Food Bank.



STAFFING AND ACCOMMODATION

- The English Department has thirteen members of staff.
- Four teachers act as Assistant Subject Leaders in English, supporting the Subject Leader in the leadership of the Department.
- Lessons are taught in nine specialist rooms equipped with digital projectors and whiteboards.
- The Department makes frequent use of its computer suite and each member of the Department has a laptop.

KEY STAGE 3

- Students receive 7 x 60 minute lessons of English per fortnight which includes one lesson of Accelerated Reader.
- Class sizes average around 26 students.

KEY STAGE 4

- Years 9, 10 and 11 study GCSE level English and English Literature following the Eduqas (WJEC) GCSE specifications.
- Groups are organised according to two ability bands: Higher and Middle sets (Year 7 also has a Support set). The Department teaches in a suite of classrooms enabling collaboration and sharing of facilities.
- Year 9, 10 and 11 pupils currently receive 9 x 60 minute lessons per fortnight.

KEY STAGE 5

- We offer A-Levels in English Language (OCR) and English Literature (AQA). These are delivered in our new, purpose-built Sixth Form Centre.

GENERAL ENGLISH DEPARTMENT INFORMATION

The English Department is constantly growing and developing. Our aim is to continually enhance the high standards of our work and offer students an engaging, broad and balanced curriculum, to give them the skills, knowledge and understanding needed to pursue their chosen further studies and careers. We strive for high standards of attainment and achievement, whilst simultaneously addressing the needs of all students. We use a range of strategies to maximise student performance, ensuring teaching and learning is creative, challenging and engaging. We are a team that believe in collaborative working and have created exciting knowledge booklets to support our curriculum and to ensure that all students receive excellent opportunities to explore, engage and succeed in English. Our booklets have also helped to manage teacher workload.

2019 EXAMINATION RESULTS

GCSE ENGLISH LANGUAGE

86% of students achieved grades 9 - 4

21% of students achieved grades 9 - 7

A-LEVEL ENGLISH LANGUAGE

29% of students achieved grades A*/A

100% of students achieved grades A*-C

GCSE ENGLISH LITERATURE

86% of students achieved grades 9 - 4

35% of students achieved grades 9 - 7

A-LEVEL ENGLISH LITERATURE

50% of students achieved grades A*/A

100% of students achieved grades A*-E

Job description

Job Title:

Temporary Teacher of English (maternity cover initially with the strong possibility of becoming permanent)
(Full-time or Part-time)

Date of Commencement: October 2022

Applications are invited from suitably-qualified, experienced and enthusiastic teachers to teach English at Key Stage 3 and GCSE English Language and GCSE English Literature at Key Stage 4.

General Duties and Responsibilities

The expectations and duties of a Standard Scale Teacher at Higham Lane School are set out in the national Teachers' Standards, which can be found at: <https://www.gov.uk/government/publications/teachers-standards>

Pastoral responsibilities will include form tutor duties such as registration, monitoring progress and behaviour, checking uniform and student organisers and reporting and liaison with other staff as necessary.

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

- To have total regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Person Specification for Temporary Teacher of English (full-time or part time)

1= application form; 2= selection day activities; 3=documentary evidence.

	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified
Qualifications	E	Degree level qualification. Qualified Teacher Status.	1,3
Experience	E	Experience of teaching English at KS3 .	1
	E	Experience of teaching GCSE English Language and GCSE English Literature.	1,2
Knowledge and understanding	E	Of the National Curriculum for English.	1,2
	E	Of one or more GCSE specifications for English Language and English Literature.	
	E	Of a range of effective, differentiated teaching and learning, assessment for learning and marking and feedback techniques.	
	E	Of how to make secure judgements relating to student progress and performance.	
	E	Of how to use ICT to enhance teaching and learning and raise standards.	
Professional Skills and Attributes	E	<p>The ability to motivate, influence and challenge all students to achieve their best performance.</p> <p>The ability to consistently deliver 'good' or 'outstanding' lessons.</p> <p>The ability to assess students' work and offer them feedback in line with the School's Marking and Feedback Policy.</p> <p>The ability to ensure excellent Behaviour for Learning of students.</p> <p>The ability to be well-organised, keep efficient records and meet deadlines.</p> <p>The ability to communicate effectively.</p> <p>The ability to work effectively as a member of a team.</p> <p>The ability to take responsibility for your own professional learning.</p> <p>Energy, enthusiasm, commitment and perseverance.</p>	1,2
Health and Attendance	E	A good health and attendance record.	3



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