

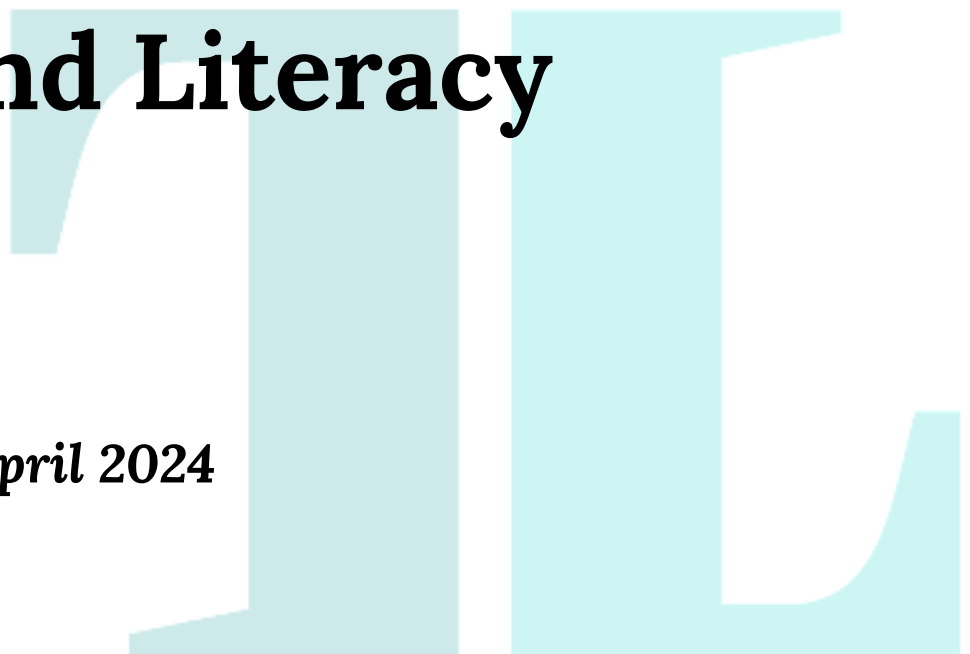


Transforming Lives
EDUCATIONAL TRUST

**Head of Faculty:
English and Literacy**

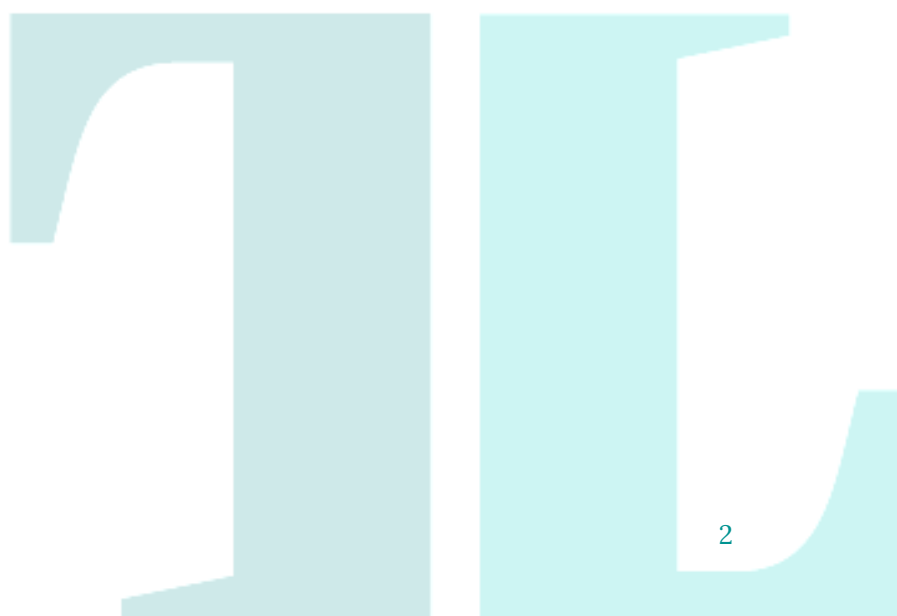
L7-11

Recruitment Pack April 2024



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At Transforming Lives Educational Trust, we want to change the future

Our academies are places where staff thrive and children flourish, equipped for a world of possibilities, and ready to make a difference to others.

We believe that nothing compares to the transformative power of learning and its singular ability to broaden horizons, deepen perspectives, and extend potential. We know that the very best schooling unlocks the doors of the future, and that all children deserve the best daily deal, every day.

We believe in the dedication and talent of our staff, who deliver greatness in every corner of our Trust. This inspires us to make sure we take the very best care of them, as well as the children and young people in our academies.

Our family of primary and secondary academies work together to provide the best start for our children and young people, and our Trust is the natural home for forward-thinking and innovative practice, led by dedicated and talented staff.

As a successful and growing family of academies, we have developed the size and scope to be far more than the sum of our parts.

The TLET Way

OUR AMBITIONS -

As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

Through the transformative values of courage, kindness and loyalty, together we:



NURTURE POTENTIAL

We flourish in the places we create together.



INSPIRE COMMUNITY

We champion each other to make a difference.



DELIVER EXCELLENCE

We strive to achieve our best.

Our Academies



ASHLAWN
SCHOOL



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central Team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing - pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

Why Work for TLET

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with the respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognise that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team delivers leadership, finance, estates, business operations, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team works in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognise continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

Thank you for your interest in the position of Head of English at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

So, who are we looking for?

Following the successful promotion of the current post-holder, Houlton School has an exciting opportunity for a dynamic Head of English to join our successful school and Extended Leadership Team. You will join a passionate team of teachers who are committed to delivering English in engaging and inspiring ways. You will be an excellent teacher who has the ability to inspire, motivate, challenge and support their pupils to ensure that they make excellent progress.

We welcome applications from teachers who can offer English to KS3/4 and KS5. It is very important to us at Houlton School that all of our teachers feel valued, listened to and mentored well so that they have opportunities to develop.

This post is not suitable for Early Career Teachers.

The successful candidate will:

- Be a motivated individual with excellent subject knowledge in English with knowledge of current trends in teaching within this area.
- Be committed to supporting pupils to succeed.
- Be able to lead to a successful team.

Overview of responsibilities

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To lead the department and line manage staff as appropriate.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required by school and curriculum team policy.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that Literacy is reflected in the teaching/learning experience of pupils and to support in promoting whole school Literacy and Reading.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials and schemes of learning.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, curriculum team and school procedures.

- To mark, grade and give written/verbal and diagnostic feedback as required in line with both the school's feedback policy and the policy of any curriculum team the post holder is working within.

Overview of required skills and experience

We are looking to recruit a dynamic Head of English with a real passion and interest in engaging pupils in English at all levels. You will need to have good communication skills, organisation and time management skills with an outstanding subject knowledge.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at TLET. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.

How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website: www.tlet.org.uk

Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
C / O Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu - 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline*	
26/4/24	Position advertised
6/5/24	Closing date for applications (9am)
7/5/24	Final shortlisting and contact with candidates References will be requested at this stage
8/5/24	Final Panel Process

*Timeline may be subject to change

Job Description

Location:	Houlton School
Job Title:	Head of English: English and Literacy (Extended Leadership Team)
Salary:	L7-11
Contract:	Full Time Permanent
Start Date	September 2024
Responsible to:	Vice Principal
Key Relationships:	All staff, pupils and families who are part of the Houlton Family.
Job Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. To lead the English Department to provide a World Class provision for pupils. To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. To contribute to raising standards of pupil attainment. <p>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</p>

MAIN ROLE AND RESPONSIBILITIES:

Teaching and Learning

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required by school and curriculum team policy.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that Literacy, Numeracy and ICT are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials and schemes of learning.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, curriculum team and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required in line with both the school's feedback policy and the policy of any curriculum team the post holder is working within.

Operational and Strategic Planning

- To develop and implement appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- To plan and prepare lessons.

Curriculum Provision and Development

- To ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To support curriculum development and change in English so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Strategic Objectives.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To support the development of effective subject links with external agencies.
- To promote a positive image of Houlton School through dealings with outside bodies.

Management of Resources

- To support with the process of the ordering and allocation of equipment and materials.
- To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, curriculum team and the pupils.

Pupil Achievement

- To make use of assessment data to set appropriate subject targets and to track and monitor the progress of pupils within the English Faculty.
- To implement the School Rewards, Feedback and Reporting policies, to monitor their implementation and to give feedback to pupils.
- To take responsibility for the behaviour of pupils within the team and to deal with any problems in keeping with the School Positive Behaviour Policy.
- To meet statutory requirements for assessment.
- To prepare pupils for national assessment at the end of Key Stage 3 and 4.
- To promote co-curriculum activities beyond the taught day which give pupils the opportunity to take responsibility and to extend their learning.

Staff, Performance Management and Professional Development

- We are committed to ongoing CPD and offer a variety of formal and informal support to all staff no matter what their role.

Premises and Administration

- To ensure that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Manager.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Post holders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

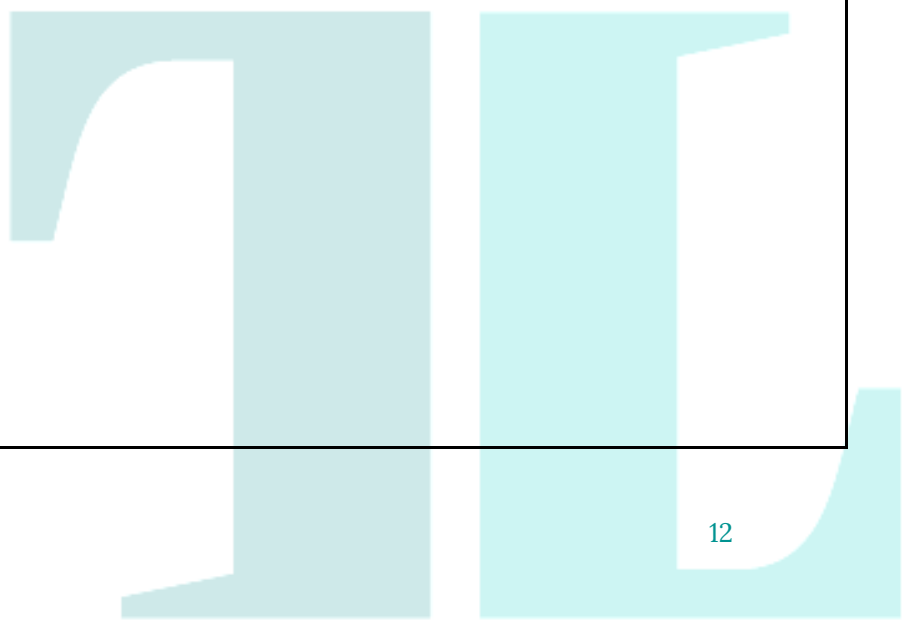
Post holders are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children.



Person Specification

Job Title:	Head of Faculty: English and Literacy
Reports to:	Vice Principal

The post holder will have shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications / Training	<p>Qualified Teacher Status in English or related subject</p> <p>First degree in English or related subject</p>	<p>Further related training or qualifications such as relevant level of NPQ.</p>
Experience	<p>Teaching English to KS3/KS4</p>	<p>Experience of leading a team</p> <p>Experience of planning and sequencing a curriculum</p> <p>Experience of KS5</p>
Knowledge / Skills (Ability to)	<p>Ability to develop knowledge and understanding of the key concepts in English</p> <p>Knowledge of responsive and adaptive teaching</p> <p>Evidence of understanding young people's emotional and educational needs</p>	<p>Evidence of understanding of current research and pedagogy within English</p>

	<p>Knowledge of behaviour management strategies</p> <p>Excellent numeracy and literacy skills</p> <p>Effective verbal and written communication skills</p> <p>A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook</p> <p>Good time management skills</p> <p>Ability to handle sensitive and confidential information and issues appropriately.</p> <p>Ability to work independently and as part of a team</p> <p>Ability to take responsibility and work with autonomy within set boundaries</p> <p>To establish good working relationships at all levels – pupils, teachers, senior management, board of trustees etc</p> <p>Ability to self-evaluate learning needs and actively seek CPD</p> <p>Able to monitor and evaluate teaching, learning and school policy.</p> <p>Able to identify the necessary resources which ensure high quality teaching and learning.</p> <p>Able to assess the needs of individuals to inform the targeting of individual needs.</p> <p>Able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.</p>	
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<p>Personal Qualities</p>	<p>Calm</p> <p>Confident</p> <p>Flexible</p> <p>Reliable</p> <p>Professional and confident</p> <p>Commitment to providing co-curriculum opportunities for pupils.</p>	
<p>Equality</p>	<p>Sound understanding of British Values and the local demographic</p>	
<p>Specialist Knowledge</p>	<p>National Curriculum programmes of study / examination specifications</p>	<p>Additional Related qualifications e.g. NPQ at middle leadership level</p>

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosure checks with the Disclosure and Barring Service (DBS).

