

**Head of English**

**Recruitment Pack**

**Welcome to Future Academies**

Dear Applicant,

Thank you for your interest in the position of **Head of English** for The Laureate Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Head of English to join the English department to support Principals and schools to ensure that they can provide a safe and nurturing learning environment to all the young people in their care.

Laureate Academy is a proud member of Future Academies: A flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* (“freedom through education”).

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](https://www.futureacademies.org/academies).

The Laureate Academy is a flourishing mixed, non-selective secondary school and sixth form based in Hemel Hempstead, Hertfordshire, admitting students from the ages of 11 to 18.

Laureate Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at d.quanne@laureate.futureacademies.org.

**Ruthie Jacobs**

Principal

Laureate Academy

**JOB DESCRIPTION**

**JOB TITLE:** Head of English

**RESPONSIBLE TO:** SLT

**CONTRACT:** Permanent

**SALARY:** MPS/UPS fringe (£31,350 - £47,839)plus TLR 1b

Starting salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** Laureate Academy, Warners End Road, Hemel Hempstead, HP1 3DW.

**RIGHT TO WORK:**This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.

**STAFF BENEFITS:**Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

* A supportive ethos and concern for the well-being of all colleagues.
* Excellent CPD opportunities and career progression.
* Employer Contributions to Local Government or Teachers Pension Scheme.
* Cycle to work scheme.
* Employee Assistance Programme.
* Eye Care Voucher scheme.
* Car Benefit Scheme
* 2 weeks October half term

**PROBATION PERIOD:** The post holder will be required to complete a 4-month probation

period

**MAIN RESPONSIBILITIES AND TASKS**

**OVERVIEW**

*The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.*

The Head of Humanities will ensure that high-quality learning takes place and that outstanding attainment and progress are secured at all key stages as well as ensuring the Humanities Department is led at the same high standard across all teaching.

**KEY RESPONSIBILITIES**

**Specific to Head of Department**

* Strategically leading the work of the department to ensure high standards and achievement
* Promoting the aims, objectives, ethos and public image of the department.
* Establishing the highest standards of attainment, attendance, behaviour and commitment for all students in the department in liaison with the Heads of Year.
* Ensuring effective and personalised support for learning for all students in the department.
* Eliciting the support of all parents and carers as active partners in children’s learning.
* Monitoring student progress and planning effective interventions where appropriate.

**Planning**

* Plan teaching to achieve progression in students’ learning through:
	+ Identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed;
	+ Setting tasks for the whole class, individual and group, including homework, which challenges and motivates;
	+ Setting appropriate and demanding expectations for students’ learning, motivation and presentation of work;
	+ Setting clear targets for students’ learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do.
* Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students.
* Make effective use of assessment information on students’ attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEN and EAL needs.
* Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study.

**Teaching and Class Management**

* Ensure the effective teaching of classes and individuals, so that teaching objectives are met and best use is made of available teaching time.
* Establish and maintain a purposeful working atmosphere.
* Set high expectations of students’ behaviour through well-focused teaching and consistent application of the Behaviour Policy and other school systems.
* Establish a safe environment, which supports learning and in which students feel secure and confident.
* Use teaching methods which sustain the momentum of students’ work and keep all students engaged through:
	+ Matching the approaches used to the subject matter and students;
	+ Clear structure and presentation of content;
	+ Effective use of resources and time;
	+ Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework.
* Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required.
* Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress.

**Assessment, Recording and Reporting**

* Mark and monitor students’ class work and homework as required by subject and school policies.
* Assess and record student progress as required by subject and Laureate Academy policies, including National Curriculum and other standardised tests, and baseline assessment where relevant.
* Write reports and profiles as required, including the National Record of Achievement.
* Participate in appropriate meetings with colleagues and parents/guardians.

**Other**

* Participate in curriculum, pastoral, administration and organisation meetings.
* Contribute to the work of curriculum and pastoral teams.
* Take responsibility for own professional development and keep up to date with research and development.
* Cover for absent colleagues in accordance with school policy.
* Contribute to examination arrangements.
* Implement school policies consistently and follow the procedures outlined in.
* Carry out any other reasonable responsibilities compatible with the role and grade of this post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the potholder’s responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

**PERSON SPECIFICIATION**

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| --- | --- | --- |
|  | **DESCRIPTION** | **ESSENTIAL** **(E)** **DESIRABLE** **(D)** |
| **QUALIFICATIONS** | Qualified to Degree Level in relevant subject | E |
| Commitment to further professional training | E |
|  | QTS  | E |
| **KNOWLEDGE,** **SKILLS** **AND** **EXPERIENCE** | Successful KS3 and KS4 teaching experience in relevant subject, and ability to teach full range of students | E |
| Evidence of teaching good and outstanding lessons over time | E |
| Evidence of significantly improving teaching and learning and examination results at Key Stage 3, and 4, or 4 and 5 | E |
| Evidence of managing challenging behaviour successfully and implementing strategies to ensure a consistent approach to behaviour management is taken throughout a department | E |
| Ability to plan and resource effective interventions to meet curricular objectives | E |
| Ability to line manage and ability to undertake performance management  | E |
| Ability to develop, support and challenge staff | E |
| A clear vision for Learning and Teaching in line with the organisations values | E |
| An enthusiastic and effective leader and manager | **E** |
| Excellent communication and presentation skills | **E** |
| Competent user of ICT to enhance learning | **E** |
| Evidence of successfully leading and sustaining whole school initiatives |  |
| Use of assessment and attainment information to improve practice, raise standards and engage students as partners in their learning | **E** |
| Developing high quality learning strategies and monitoring student progress to raise achievement and attainment | **E** |
| Ability to reflect on your own and student performance in lessons and adapt practice accordingly | **E** |
| Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work | **E** |

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| **OTHER** **REQUIREMENTS** | The ability to remain discrete when privy to confidential information | **E** |
| Commitment to safeguarding and promoting the welfare of children and young people | **E** |
| Committed to the wider school life and willing to engage in a range of extra-curricular activities | **E** |
| Willingness to undergo appropriate checks, including enhanced DBS checks | **E** |
| Willingness to undertake further training | **E** |
| Have a willingness to demonstrate commitment to the Future Academies values and behaviours | **E** |
| Committed to Equality, Diversity & Inclusion, | **E** |

**APPLICATION PROCESS**

1. **Applying for the role**

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter (eteach.com)](https://futureacademies.careers.eteach.com/)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **3rd June 2024**. Applications after this date will not be considered.

1. **Interview Process**

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

1. **Notification & Feedback**

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

1. **Taking up the post**

The successful candidate will take up the post as soon as possible.

1. **Additional information**

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

1. **Safeguarding**

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An ‘Enhanced Disclosure and Barring Service’ check and a ‘Barred List’ check is required for this role.