



**HERMITAGE  
ACADEMY**

We're looking for a  
**Head of English**  
to join our team!

# **Head of English**

## **Required September 2020**

**Salary: MPS/UPR + TLR**

The North East Learning Trust are seeking to appoint a Head of English. This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that is undergoing real change.

Hermitage Academy is a mixed 11-16 comprehensive school and sixth form with over 1000 students from Chester-le-Street and the surrounding areas. The school has recently been sponsored by the North East Learning Trust and is embarking on a new and exciting phase of its development, so it is an opportune time to join us as we work together to support students to reach their full potential.

### **We are looking for a Head of Department who:**

- Can lead the strategic direction and development of the department.
- Drive forward the quality of teaching and learning.
- Lead and manage staff.
- Has a passion for English.
- Have the vision and determination to lead the English Department to ensure all our students receive excellence every day.

### **Deadline:**

**Thursday 13<sup>th</sup> February, 12 noon**

Shortlisting will take place 13<sup>th</sup> February with interviews taking place week commencing 24<sup>th</sup> February.

### **How to apply:**

Please could you complete and return the Application Form together with a supporting letter to school by 12:00 noon Thursday 13<sup>th</sup> February. The letter should outline the reasons why you wish to work at the North East Learning Trust, what you would bring to the post, and the experience and attributes that have prepared you to take on the role.

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to [faye.chase@nelt.co.uk](mailto:faye.chase@nelt.co.uk) or by post to Faye Chase, Hermitage Academy, Waldrige Lane, Chester-le-Street, DH2 3AD

# Job description

## Post title:

Head of English

## Responsible to:

Headteacher

## Job purpose:

You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate the leadership skills specified in the National Standards for Subject Leaders and to undertake the following responsibilities in relation to the post:

In addition, there will be the opportunity for an exceptional and experienced candidate to join the Senior Leadership Team.

## Duties and responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body, Executive Headteacher and Headteacher of the school.
- To act as a Curriculum Lead and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

## Strategic:

- To coordinate the delivery of the English curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- The day-to-day management, control and operation of the curriculum provision within the department.
- To monitor and follow up student progress.
- To implement school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.

### **Curriculum:**

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To promote and develop appropriate extra-curricular and community activities within the department.

### **Staffing:**

- To work with Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective and efficient deployment of classroom support.
- To participate in the school's ITT/NQT programme.

### **Quality Management:**

- To ensure the effective operation of quality control systems.
- To set targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the relevant curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To produce reports within the quality assurance cycle.
- To identify appropriate courses and coordinate exam entries within the department.

### **Pastoral Support:**

- To monitor and support the overall progress and development of students within the curriculum area

- To monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to SMSC according to the school policy.
- To implement the Behaviour Management system in the department so that effective learning can take place.

### **Additional duties**

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.
- To ensure effective communication/consultation as appropriate with the parents/carers of students
- To carry out duties as appropriate to the position of a classroom teacher within school
- To carry out duties as appropriate to the position of a pastoral tutor
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

### **Other Specific Duties:**

- To promote actively the school's corporate policies.
- To continue personal development as agreed.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees 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.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• First degree or equivalent in a relevant English subject</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Recent and successful teaching experience in the relevant subject area from KS3 – A-Level</li> <li>• Proven ability to plan and deliver successful and inspiring lessons in the relevant subject area</li> <li>• Proven track record of delivering excellent outcomes for students at all abilities.</li> <li>• A commitment to extra-curricular activities</li> <li>• Ability and experience of delivering lessons in the relevant subject area</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of exam success at KS4</li> <li>• Experience of organising and participating in extracurricular activities</li> <li>• Experience of making a significant contribution to improving student outcomes at departmental level</li> <li>• Experience of leading or managing developments in the curriculum area</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work under pressure. Ability to motivate and inspire students</li> <li>• Excellent classroom teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to adapt teaching to recognise new and emerging technologies</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Reliable and conscientious</li> <li>• Desire and ability to learn new skills</li> <li>• High expectations of all students</li> <li>• Caring and supportive</li> <li>• Enthusiastic team player</li> <li>• Organise, plan and prioritise effectively</li> </ul>	

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.