

DIRECTOR OF LEARNING: ENGLISH

Dear colleague

Thank you for showing an interest in this post. By now I am sure that you will have made yourself familiar with the school via our website and/or through your own professional contacts. This post is a crucial one for our school and the appointment needs to be the right one for us and for you.

Unfortunately we are not able to encourage visits prior to application given the current circumstances with Covid-19. However, I can tell you that the English Department has just moved into a brand new state of the art facility this month which comprises 7 teaching rooms a brilliant and enormous library, 3 small group teaching rooms and a drama studio!

Find enclosed in this pack a Person Specification and a Job Specification. Please complete the Application Form and attach a supporting statement of no more than 750 words telling us:

- **How your experience has prepared you for this role**
- **How you would carry out the role effectively**

Applications should be submitted by 9.15 on Wednesday 1st April, 2020

Good luck with your application should you choose to make it and I very much look forward to meeting you as part of the process.

In *Caritas et Veritas*

Mike Holland

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION

JOB TITLE:

DIRECTOR OF LEARNING ENGLISH/MATHS; LEADERSHIP SCALE 7 – 11

JOB HOLDER REPORTS TO:

HEAD/DEPUTY HEAD/ASSISTANT HEAD

JOB PURPOSE:

To lead all aspects of the Mathematics/English curriculum area and whole school Literacy/Numeracy and contribute to the leadership and management of the school as a member of the SLT.

MAIN RESPONSIBILITIES:

- Develop, implement and monitor school procedures to ensure excellence in all aspects of the Mathematics/English curriculum area
- Develop all areas of enhanced provision for Mathematics/English within the school
- Develop a strategy for continuing the improvement of classroom pedagogy in Literacy/Numeracy
- Advise the Governing Body as appropriate

CURRICULUM

- To carry out specific curriculum responsibilities over and above that of a subject teacher.
- To lead the development of the curriculum framework in Mathematics/English
- To ensure that all teaching is of the quality set out in the job description for subject teachers.
- To liaise with and establish curriculum links with partner secondary institutions
- To ensure the delivery of alternative examination provision within the curriculum area
- To attend relevant SLT meetings and all Team Leader meetings and lead relevant Team Leader meetings

ASSESSMENT

- To oversee with the curriculum area leader the internal systems for Assessment, Recording and Reporting, including core assignments, internal/external examinations, reviews and reports.
- To lead the monitoring of examination results and help to determine Teaching and Learning priorities for improvement.

PUPILS

- To ensure that the school's behaviour management policies are consistently applied within the curriculum area – incorporating Behaviour for Learning strategies within Schemes of Work and proactively advising colleagues on aspects of Behaviour for Learning.
- To ensure the coherent use of support staff within the curriculum area – including staff delivering all aspects of intervention
- To set targets for pupil's achievements using prior attainment data and to lead the curriculum area towards supporting the pupils in achieving these targets.
- To ensure that pupils with Special Educational Needs and Gifted and Talented pupils have relevant programmes of study

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL PERSON SPECIFICATION

POST: DIRECTOR OF LEARNING ENGLISH/MATHEMATICS

	ESSENTIAL	DESIRABLE	EVIDENCE
EXPERIENCE	<ul style="list-style-type: none"> Track record of excellence in leading a successful English/Maths department Record of proven excellence in the classroom Significant experience of leading a curriculum area Evidence of delivering improvement through others Experience of managing teams 	<ul style="list-style-type: none"> Experience of aspects of SLT responsibilities Experience of addressing wide variety of stakeholders 	<ul style="list-style-type: none"> Letter References Interview
QUALIFICATIONS	<ul style="list-style-type: none"> QTS 	<ul style="list-style-type: none"> Achieved or working towards Masters 	<ul style="list-style-type: none"> Letter References
SPECIAL APTITUDES	<ul style="list-style-type: none"> Teaching ability commanding respect of pupils and colleagues Outstanding communication skills – verbal and written Excellent user of ICT Up to date on current educational issues 	<ul style="list-style-type: none"> Experience of leading cultural change 	<ul style="list-style-type: none"> Letter References Interview
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> Fully committed to the Christian ethos of the school Inspirational Ability to forgive and move on Ability to challenge and support students and staff High expectations and commitment to school improvement Consistent application of standards: self and school Team worker Independent worker Ability to hold others appropriately accountable Resilient under pressure Excellent attendance Flexible Full of initiative Excellent personal organisation Drive and enthusiasm Completer finisher Sense of humour 		<ul style="list-style-type: none"> Letter References Interview