



KINGSBURY HIGH SCHOOL

Spectemur Agendo



DEPUTY HEAD (2iC) of ENGLISH FACULTY

Candidate Information Pack

DECEMBER 2025

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Introduction

KHS is a large and successful 11-18 split site school with a vibrant learning environment and a strong community ethos. Students and staff recently celebrated the release of a glowing inspection report (February 2024) which praises the school for its, “vibrant, inclusive culture”. The report reflects the school’s noticeable development over the last few years, with particular emphasis on high expectations, the strength of relationships between pupils and staff and the exceptional educational experience offered in Sixth Form.

Kingsbury High School has a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by our motto, *Spectemur Agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to follow the Kingsbury Way: to respect themselves, others and the environment. In November 2022 the school achieved ‘Gold’ status on the UN Rights Respecting School Award reflecting our commitment to children and young people.



Alex Thomas, **Headteacher**

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

Our website: <https://www.kingsburyhigh.org.uk/>

Our X/Twitter feed: @kingsburyhigh.

About Kingsbury High School

Kingsbury High School is located in Brent, one of the most diverse boroughs in England and Wales. It is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. There is an upper and lower school; staff and some classes commute between them throughout the day. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and The Village (special) school.

Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students. At KHS there are higher proportions of students than nationally: with English as an additional



language (72%); living in socially deprived households; and disadvantaged (Year 7-11: 27% eligible for the pupil premium, January 2024). The majority of the roll is minority ethnic although there are no groups significantly more represented than others. Boys are in the majority in all year groups. The proportion of families that identify as having a religious faith is significant with over 40% Muslim. Kingsbury has a stable roll of around 360 sixth formers and the majority of its intake is from minority ethnic groups and a significant proportion is LAC/FSM.

Student attainment on entry is below average for all year groups and the Sixth Form. The proportion on the SEN register is relatively low however there are a significant number of ECHPs. Over the last 18 months there has been a significant increase in numbers open to social care.

KHS has an Alternative Resourced Provision (ARP) for students with hearing impairment (currently 3 students) and a developing onsite alternative provision: Article 28. Part of the Lower School site is shared with a local special provision, The Village School.

A high value is placed at the school on ethos and values and Kingsbury High School is a UNICEF Rights Respecting School: Gold (November 2022).

Student Outcomes

Our students gain excellent examination results at 16 years and across the Sixth Form. The percentage of students achieving English and mathematics is above national (for grade 4+ and 5+) and Attainment 8 is above the national average. Progress 8 for 2023 was +0.48 (84th percentile) and disadvantaged students' P8 was +0.14 (with a narrowed attainment gap compared to 2019).

The A-level ALPs grade has been 1-3 for the last six years and in 2023, 33% of grades were A*-A and 66% A*-B (both above the national average). Our APS was in the top 10% of schools and %AAB in top 5%. For vocational courses, ALPs is grade 4 and 88% of students achieved a Distinction/Distinction* (an increase on 70% in 2022), with 57% gaining a Distinction (APS top 11% schools). Progression to university (including to Oxbridge and medicine) is very strong.

Our Commitment to Staff Benefits

Commitment—The DfE Wellbeing Charter was adopted by Governors in 2022/23; a Wellbeing Forum meets monthly; and KHS is working towards the *Wellbeing Award*

Work-life balance—KHS discourages emails and working out of hours; provides wellbeing advice (via a Virtual Staff Room, VSR and HR); and appraisal is supported via bespoke time off timetable

Communication—Transparency and signposting is supported via the VSR and a weekly bulletin

Support—A coaching programme supports teacher development; Education Support (EAP) is available for all; and training for leaders on wellbeing and mental health (via MIND) is provided

Human Resources—Induction programme for all staff; a HR function with a supportive attitude towards personal issues - medical; child-related; personal

Feedback loop—at faculty, team and individual level via: TES Pulse; SLT on the sofa; a Joint Consultative Committee with Governors and Professional associations; and regular consultation.

Our Ethos and Values: *The Kingsbury Way*



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

| Aspiration | Integrity | Respect | Responsibility | Resilience |
|---|--|---|---|--|
| <i>Being optimistic about the future.</i> <i>Being ambitious in everything we do.</i> <i>Being unwavering in our expectation that all can succeed and meet their potential.</i> | <i>Being honest about our strengths and weaknesses.</i> <i>Being open about decisions and doing what we say we will do.</i> <i>Being prepared to apologise if we get things wrong.</i> | <i>Being considerate of the views of, and our impact on, different groups and the community.</i> <i>Being proud about what makes each one of us different.</i> | <i>Being accountable for our actions.</i> <i>Being clear about what we expect.</i> <i>Being aware of our impact on the environment.</i> | <i>Being explicit in developing physical and emotional wellbeing.</i> <i>Being prepared to go 'the extra mile'!</i> |

Job Description: Deputy Head (2ic) of English Faculty

Reports to: Head of Faculty: English and SLT Line Manager

Salary Scale: MPS/UPS plus TLR 1a (£40,317 to £62,946 plus £10,174)

Contract: Permanent/Full Time

Hours: Teachers Directed Time: Monday–Friday: 08.25–15.20, with CPD on Tuesdays

Deadline for Applications: Saturday 31st January 2026

Proposed Start Date: September 2026

Please note that early applications are encouraged as we will be reviewing them as they come in. KHS reserves the right to appoint in this role before the closing date. First stage interviews may take place virtually as suitable applications are received.

JOB PURPOSE

To support the Head of Faculty in leading the English Faculty. This includes leading the team, ensuring effective curriculum delivery, monitoring student progress and contributing to school-wide initiatives.

KEY DUTIES AND RESPONSIBILITIES

As 2ic of Faculty you will work with the Head of Faculty (HoF) to raise standards in English. This includes strategic thinking and planning; recruitment; retention and training of staff, teachers, and leaders; setting the culture in line with the school; relationship building; leadership of curriculum, teaching, learning and enrichment. Along with the HoF, you will be accountable for uptake, engagement, outcomes and destinations of students in English.

You will report to the HoF, but in his/her absence, you will be the lead person responsible for whole faculty leadership accountable directly to the Headteacher and Senior Leadership Team.

Strategic and operational

You will play a lead role in raising standards of student progress and attainment for all students by:

- Working cooperatively with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and the aims, objectives and strategic plans and priorities of the school.
- Overseeing and managing staff to ensure the work of the department fully reflects the school's ethos and aims.
- Actively monitoring and tracking student progress devising strategies to address underachievement, including setting students' individual targets

- Oversee the development of appropriate assessments and resources to enhance independent learning and to accelerate and deepen learning and progress

Curriculum provision and development

You will be accountable for the development and delivery of English, including leading curriculum development by:

- Liaising with relevant members of the SLT/HoF, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
- Ensuring the development of appropriate syllabuses, resources, schemes of work, marking and assessment policies, and teaching and learning strategies within the faculty.
- Keeping up to date with national developments in the curriculum area, and teaching practice and methodology.
- Liaising with the Assistant Head/Examinations Officer to maintain accreditation with relevant examination and validating bodies.
- Leading on interventions across the department to raise achievement for all students.

Staffing and staff development

You will be responsible for the day-to-day effective management and motivation of staff within the faculty, following the school's HR procedures and including:

- Undertaking appraisal reviews.
- Identifying and supporting staff development needs.
- Dealing with staff absence and cover arrangements.
- Supporting the faculty's induction programme for early career teachers.
- Working collaboratively to ensure that the faculty's teaching commitment is effectively and efficiently timetabled and roomed within the constraints of the school accommodation.

Management of resources

You will be responsible for managing the allocated resources of space, money and equipment efficiently within the limits, guidelines and procedures laid down, including acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Quality assurance

You will be required to implement fully all school quality assurance procedures and ensure adherence to those within the faculty by:

- Monitoring and evaluating the curriculum area in line with agreed school procedures including evaluation against standards and performance criteria.
- In conjunction with the HoF, managing the department's collection of accurate and timely data and producing reports within the quality assurance cycle for the faculty, including those which may be required by the governing body.
- Establishing and maintaining the process of setting challenging targets for the department and working towards their achievement.
- Ensuring the maintenance of accurate and up-to-date information concerning the department.
- Identifying and taking appropriate action on issues arising from data, systems and reports.

Communication

You will be expected to ensure that all members of the department are familiar with its aims and objectives and you will lead the development of effective subject links with partner schools and the community, by:

- Ensuring effective communication and consultation, as appropriate, with parents of students
- Attending where necessary external events and effectively promoting subjects at open days/evenings etc.
- Liaising with partner schools, further and higher education institutions, examination boards, awarding bodies and other relevant external organisations.

Pastoral

All Kingsbury High School staff are responsible for safeguarding and promoting the welfare of students including: monitoring and supporting attendance, the overall progress and development of students within the departments, setting individual targets and monitoring/taking action as necessary.

You will be expected to:

- Act as a Form Tutor and to carry out the duties associated with that role
- Contribute to PSHE, enrichment and super curricula activities
- Ensure the behaviour management system, including rewards and sanctions, is implemented consistently in the department so that effective learning can take place.

Personal Attributes

You must:

- Have Qualified Teacher Status
- Have academic qualifications in English or closely related subjects

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- Have excellent organisational skills, with the ability to prioritise work for self and others
- Have excellent team skills
- Be able to demonstrate excellent communication and presentation skills
- Be able to demonstrate excellent use of IT systems
- Be able to deal calmly, professionally and effectively with with a diverse group of people all levels across the organisation
- Be able to work effectively and meet deadlines
- Be willing to undertake further training and continuing professional development

GENERAL RESPONSIBILITIES

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of safeguarding and child protection; health, safety and security, confidentiality, and data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake these duties within agreed school objectives, policies and procedures and promote the School's Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

This Job Description is subject to amendment and will be reviewed from time to time and modified in the light of the post-holder's career development and changing needs of the school.

Person Specification: Deputy Head of English Faculty

Knowledge and Experience

- Experience as a manager or subject coordinator
- Strong subject knowledge
- Knowledge and understanding of the ways in which effective teaching can promote pupil progress
- Knowledge and understanding of the key features of inclusive teaching and learning
- Knowledge and understanding of the use of data to support teaching and learning

Skills and Abilities

- Able to plan for and meet the Kingsbury expectations for effective teaching
- Ability to inspire and motivate students
- Able to provide students with effective written feedback
- Ability to communicate effectively with an appropriate sense of audience
- Evidence of understanding the principles of equality and putting equal opportunity into practice
- Ability to influence and support the development of good practice, appropriate to career stage
- Ability to form effective relationships with colleagues, students and parents
- Ability to be an effective member of a team
- Ability to show initiative and develop new ideas
- Well organised with good time management and ability to work under pressure
- Competence with ICT and ability to use ICT skills in working practice

Safeguarding

A commitment to, and understanding of, safeguarding and promoting the welfare of our students

Safeguarding / Safer Recruitment

KHS is committed to the safeguarding of children/students. All employees are expected to comply with our School Child Protection and Safeguarding Policy and the Staff Code of Conduct.

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk

As part of our Safer Recruitment Policy, a full employment history is also required for this role. Please provide a full employment history, together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.



Nikhil, Head Boy and Emira, Head Girl

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act, 1974)

Induction

All new members of staff are expected to complete the induction programme, including required health and safety courses, and display their understanding of the Code of Conduct and Keeping Children Safe in Education (KCSiE).

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How To Apply

Kingsbury High School have partnered with My New Term to manage our staffing vacancies and onboarding.

To apply for this, or any other role directly, we ask that you apply via the My New Term platform, by clicking the relevant job title on the [Staff Vacancies](#) page. If you are already registered, please ensure that all information on your profile is current and up to date, especially information regarding your right to work and qualifications.

If you are not registered to My New Term, and need any assistance with using the website, please do not hesitate to contact the My New Term team via the live chat bubble on their job search page or you can contact the KHS HR team.

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your availability, but this may not always be possible.

If you have any queries about this or any other KHS vacancy,
please do not hesitate to contact us on:

Email: khsvacancies@kingsburyhigh.org.uk

Phone: 020 8206 3000

