



# Application Pack

Head of English

Required for September 2026

Harper Green School

Visitors Reception

Discovering dreams • Achieving ambitions • Transforming lives

March 2026

Dear Applicant

Thank you for your interest in the role of **Head of English at Harper Green High School**, part of the Leverhulme Academy Trust.

At Harper Green, we believe education has the power to transform lives. Our mission – *to discover dreams, achieve ambitions, and transform lives* – underpins everything we do. We are committed to providing a high-quality education within a community where students feel supported, challenged, and inspired to succeed.

We are proud of the collaborative culture within our staff team. Colleagues work closely together to ensure that every student achieves highly, both academically and personally. Alongside academic success, we place great importance on developing resilience, character, and ambition in our young people, within a calm and purposeful learning environment.

English is central to this ambition. Our students recognise its importance and engage positively with the subject. The department is supported by a strong team of knowledgeable professionals and is entering an exciting phase of development, working closely with our newly appointed **Trust Director of English**.

This role offers a significant opportunity for an ambitious middle leader to shape the continued development of English at Harper Green. The successful candidate will bring clarity of vision, strong subject expertise, and the ability to inspire both students and colleagues in the pursuit of excellent outcomes.

Our ethos is captured in our shared values – “**We are HARPER**” – which foster a strong sense of belonging, aspiration, and responsibility across our school community.

If you share our commitment to high standards, value collaboration, and are motivated by the opportunity to make a meaningful difference to students’ life chances, we would be delighted to receive your application.

I look forward to meeting you.

Yours faithfully



Sally Heppenstall  
Headteacher





# Welcome to Harper Green High School

## Part of Leverhulme Trust

As a school, we are proud of the achievements of our students and the successes they achieve. Our highly professional, motivated and creative staff are dedicated to ensuring each child flourishes in a safe and happy environment. Our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to realise their ambitions. At Harper Green, we challenge students to explore the furthest reaches of their intellectual, creative, physical and emotional capabilities so that they realise their own infinite potential.

Students at Harper Green foster a love of learning that stays with them beyond leaving the school after year 11. All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels supported, safe, happy and valued.

### Our Ethos and Values

At Harper Green, we recognise that all students are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

### Ofsted 2023

I am delighted that Ofsted has recognised all that we do here together at Harper Green for our students and community, and that our values underpin who are and what we stand for.

Ofsted recognised the quality of relationships and strength of our community and fed back how well our staff know our students as individuals, acknowledging that positive relationships are at the heart of all we do. The Ofsted team recognised that what they saw throughout the two days spent with us is what happens day in, day out at our school.

Harper Green is a caring community, and this well-deserved judgment is a culmination of the hard work, dedication and collaboration of our staff; the pride and 'we are HARPER' attitudes of our fantastic children: [Link to Ofsted Report](#)

**“I’ve grown by working with excellent practitioners.”**

**Outgoing Head of Department**



## *“Discovering dreams, achieving ambitions and transforming lives.”*

Harper Green School is part of Leverhulme Church of England and Community Trust. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

### **Vision**

The vision of Leverhulme is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

### **Mission**

Discovering dreams, achieving ambitions, and transforming lives.

### **Staff Values**

Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First:** We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

### **Student Values**

- **Take part**
- **Work hard**
- **Do the right thing**

### **Mr Paul Roach**

CEO

Leverhulme Trust



*“An outstanding community school which has had a massively positive impact on the local community.”*

Outgoing Assistant Headteacher



## Our staff benefits

Working for Leverhulme Academy Trust is rewarding in many ways, with benefits designed to support wellbeing, security and work–life balance. We know that to achieve our vision, it is our colleagues who make the difference.

We offer a competitive and thoughtfully designed rewards and benefits package to support colleagues at every stage of their career.

### Pay and Pensions

**We offer competitive pay and conditions aligned with national frameworks:**

- **National Terms and Conditions:** National terms and conditions in line with the School Teachers' Pay and Conditions Document (STPCD), the Burgundy Book (for teachers) or the NJC Green Book (for support staff).
- **Pension Scheme:** Automatic enrolment into either the Teachers' Pension Scheme or the Local Government Pension Scheme, both offering generous employer contributions (with the option to opt out)
- **Trade Union Recognition:** We actively recognise trade unions and work closely with them to ensure staff interests are represented. We meet regularly with union representatives through our Trade Union Recognition Agreement, providing a forum for open discussions on issues that matter to our staff.

### Everyday Benefits

We aim to make working life as enjoyable, convenient and rewarding as possible. Our everyday benefits include:

- Cycle to Work scheme via salary sacrifice
- Free eye tests through our partnership with Specsavers
- Free annual flu vaccinations
- Blue Light Card eligibility, providing access to a wide range of discounts
- Electric vehicle charging points available across our schools to support greener travel

### Financial Wellbeing Support

We are committed to supporting the financial wellbeing of our staff:

- **Mortgage and Will-Writing Service:** Free, confidential advice on mortgages and will-writing is available to all staff and their families, provided by Radcliffe & Newlands.

### Health and Wellbeing

The Trust places a strong emphasis on creating a positive, healthy, and supportive work environment:

- **Wellbeing Half Day:** Staff can request a wellbeing half day to recharge and focus on personal wellbeing.
- **Mental Health First Aiders:** Mental Health First Aiders in every school, alongside a clearly signposted Leverhulme Ladder of Support.
- **Wellbeing Ambassadors:** Representing every department, with protected time to support staff wellbeing.
- **Staff Wellbeing Portal:** Provides support for mental, physical and financial wellbeing.
- **Trust Menopause Ambassador:** Offering guidance, support and resources.
- **Flexible Working:** We provide flexible working options and are open to discussing individual needs in line with role responsibilities, wherever possible.

## Occupational Health and Employee Support

All staff have access to comprehensive, confidential support through Smart Clinic, a specialist occupational health provider for the education sector:

- **24-hour Employee Assistance Programme:** Access to confidential support services including legal advice and a range of different support.
- **Counselling:** Counselling and CBT, available remotely or face to face.
- **Physiotherapy:** Staff have access to both remote and in-person physiotherapy.

## Learning, Development and Career Growth

We are committed to the continuous professional development of all staff:

- **Professional Development Conversations:** Instead of traditional performance management, the Trust offers supportive, collaborative conversations focused on professional growth. Pay progression for teachers is no longer linked to performance evaluations and we have an extensive CPD menu for both teaching and support staff.
- **The National College:** Staff can access a range of professional development resources, training and courses to support their growth and career progression.

## Listening to Our Staff

Employee feedback is essential to our Trust. Through our annual staff wellbeing survey and wellbeing suggestion boxes across all schools, we ensure the needs of our staff are understood and addressed.

## Reducing Workload Through Technology

We actively invest in digital solutions to support efficiency and reduce workload, including AI tools such as TeachMate and Microsoft Copilot.

## Recognition, Rewards and Engagement

We celebrate our staff and recognise the positive contributions that make Leverhulme Trust such a great place to work.

- **Leverhulme VIP Awards:** Our VIP Awards honour staff who exemplify our Trust values of maintaining high expectations, demonstrating integrity and putting students first.
- **Pride in Our Trust:** 87% of staff report feeling proud to tell others that they work at Leverhulme Trust.
- **12 Days of Christmas Campaign:** A Trust-wide initiative celebrating staff in the lead-up to Christmas.
- **Employee Referral Scheme:** We celebrate staff helping us find great talent with £250 rewarded for each successful employee referral.

## Equality, Diversity and Inclusion

We are committed to challenging discrimination and celebrating the diversity of our people. Our Wellbeing Calendar recognises national awareness days centred around health, diversity and inclusion. This helps us create a supportive and inclusive workplace where everyone feels valued and informed.

**The support staff give to students is incredible.”**

Outgoing Head of Department



## Job Description

**Job title:** Head of English

**Grade:** L10 - L12

**Reports to:** Director of English

**Main purpose of the job:** To lead and promote the school ethos, vision and mission. To lead and promote high quality teaching and learning across the english department. To improve and continually develop the teaching and learning of the department. To ensure the effective implementation of the designed curriculum to meet the needs of all students studying within the department.

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### Key duties and responsibilities

- Uphold the Trusts mission, vision and values.
- Uphold all Trust and School policies and procedures.
- To have a clear vision for the department.
- To have high expectations of staff and students within the department
- To ensure the consistent implementation of the designed curriculum.
- To monitor, evaluate and report upon the effectiveness of practice in the curriculum area, especially related to examination entry and performance of students across all year groups.
- To implement Trust and School policies within the department
- To develop strategies for improvement as a result of monitoring performance data and reviewing patterns.
- To use baseline data to set appropriate targets for students.
- To track & monitor the achievement of student progress ensuring the effective use of performance data within the department to plan for learning progression.
- To organise interventions to ensure that the targets of individuals and groups of learners are met.
- To lead the development and implementation of appropriate syllabuses, schemes of work and resources that reflect national developments in the subject area and teaching practice and methodology.
- To ensure that knowledge of current developments in the curriculum area is up to date and disseminated to colleagues.
- To ensure the effective day to day implementation of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for the effective continuation of students' learning.
- To ensure that teaching groups are organised so that the needs of all students are best met and in which individuals are encouraged to perform at the highest possible level.
- To ensure that the department embraces and fully engages with the school's teaching and learning strategy.
- To take responsibility for all internal and external examinations.

## **Leadership and Management**

- To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision.
- To lead the team of postholders, ensuring delegation and accountability for specific areas of the English department
- To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area.
- To build and maintain effective teamwork within the curriculum area, especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting, training and non-contact time.
- To undertake career professional development conversations with your team.
- To identify areas for development within the department and take appropriate action in supporting, coaching and monitoring colleagues to ensure the standard of teaching and learning contributes positively to student progress and achievement.
- To ensure colleagues are aware of the needs of all students and groups and make provision for this in their planning. To use frequent, regular and well-structured meetings to support this.
- To work with colleagues to formulate, monitor and evaluate the department's strategic development plan ensuring it links with the school improvement plan.
- To ensure there is accountability within the department
- To ensure good student behaviour in the department; to support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the school's Behaviour and Rewards Policy.

## **Administration**

- To strategically plan for and lead scheduled or essential departmental meetings and to produce the agenda and minutes of such meetings, ensuring that the Deputy Headteacher receives copies.
- To take responsibility for the care of the fabric in department areas; risk assessments for health and safety, the appearance of rooms and corridors and responsibility for the standards of display in rooms and corridors.
- To manage the department budget and assess the financial needs of the department, planning for sustainably, contributing to improvements in teaching and learning, student progress and achievement in line with the principles of best value.
- To take responsibility for the ordering, receiving, checking, recording and safe-keeping of all stock, equipment and teaching aids.

To undertake any other duties appropriate with the level of responsibility, as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

## PERSON SPECIFICATION

**Job Title: Head of English**

<b>Qualifications and training</b>	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status	✓	
Evidence of appropriate ongoing professional development.	✓	

<b>Experience, knowledge and skills</b>	<b>Essential</b>	<b>Desirable</b>
A track record of Good or Outstanding teaching	✓	
Good knowledge of current developments in pedagogy	✓	
A good understanding of curriculum sequencing to ensure progress in the subject area	✓	
Knowledge and experience of improving outcomes in your curriculum area	✓	
Vision for the development of the curriculum area	✓	
Previous experience in the line management of staff	✓	
Proven successful experience being a Head of Department		✓
A team player with the ability to work collaboratively.	✓	
Extensive of how to use assessment to inform planning for good teaching/learning	✓	
Ability to listen and effectively communicate with a variety of audiences	✓	
An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance	✓	
Understanding of appropriate interventions to allow students to be successful	✓	
The ability to use effective behaviour management strategies	✓	
Ability to develop and maintain effective relationships	✓	
Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately	✓	
Knowledge and understanding current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.	✓	

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Always prepared to put the students' needs first	✓	
High expectations of students' progress, outcomes and behaviour	✓	
Responsibility for own professional development and be willing to partake in further development.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to Health and Safety.	✓	
A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	

Other requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

