



Pix Brook Academy Application Pack

Head of KS4 English





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Pix Brook Academy

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Thank you for your interest in the Head of KS4 English position at Pix Brook Academy.

Pix Brook Academy opened in September 2019 to its first group of Y5 pupils. Working from brand new facilities in the village of Stotfold, the school offers a fantastic opportunity for a colleague to join a school as it grows. This position would suit a candidate who is looking to develop the leadership aspects of their career; who has ample GCSE English Language and Literature experience and is ready for a new challenge in a highly supportive and forward-thinking school.

The school received its first visit from OFSTED in January 2024. This rigorous process enabled the school to reflect on the huge developments undertaken since opening in 2019 and the judgement for overall effectiveness of Good with Outstanding judgements for Behaviour and attitudes and Leadership and management were welcomed.

Currently the school recruits from the lower schools in the surrounding area all of which are either OFSTED outstanding or good schools. Parents are highly supportive of the school and its ethos.

I am ambitious for the people at the school, both staff, pupils and the school itself. I believe that we should be highly aspirational in our goals for ourselves and our pupils and that we have a responsibility to ensure we make a difference. If you feel the same then this is an unparalleled opportunity to make your mark on a school where the curriculum and pupil experience is limited only by your imagination. If you would welcome the opportunity to build your career within a new school, to join a team of committed, innovative and energetic staff who are determined to provide an outstanding pupil experience then I would be delighted to hear from you.

Charlotte Linehan

Pix Brook Academy Principal



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 8th March 2026

Interview date: Week commencing 9th March 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Head of KS4 English
Based at	Pix Brook Academy
Salary/Grade Range	UPS/MPS + TLR 2B (£5,895)
Responsible to	Head of English
Hours	Full-time (would consider 0.8 FTE)

Purpose of Role

To provide strategic leadership and management for English Language and English Literature at Key Stage 4 (Years 10 & 11). The post-holder will be accountable for raising standards of student attainment and achievement within the Key Stage, specifically monitoring progress towards GCSE targets, coordinating intervention strategies, and ensuring the curriculum effectively prepares students for public examinations.

Duties & Responsibilities

1. Strategic Leadership & Outcomes

- Accountability:** Take specific responsibility for the academic progress, attainment, and outcomes of all students in Year 10 and Year 11 English.
- Data Analysis:** Rigorously analyse performance data (including Progress 8 and Attainment 8) after each assessment point. Identify underperforming groups (e.g., PP, SEND, HPA) and implement rapid action plans.
- Exam Board Expertise:** Lead the department's understanding of the specific requirements of the chosen exam board (AQA). Disseminate training materials and examiner reports to the wider team to ensure accurate standardisation.
- Reporting:** Produce termly impact reports for the Head of English and Senior Leadership Team regarding KS4 predictions and the efficacy of current strategies.



2. Curriculum & Assessment

- **Scheme of Work:** Design and refine a challenging, coherent KS4 curriculum that builds upon KS3 skills and explicitly teaches the assessment objectives required for GCSE success.
- **Homework & Independent Learning:** Develop and monitor a robust KS4 homework policy that promotes retention and recall. Ensure any purchased platforms are utilised effectively to support independent study.
- **Mocks & Assessment:** coordinate internal examinations (Mock Exams) for Y10 and Y11. Create data-driven tracking sheets within BromCom and ensure all papers are marked to exam board standards following standardisation and moderation.

3. Intervention & Progress Tracking

- **Intervention Coordination:** Design and lead a tiered intervention program (e.g., morning mastery sessions, after-school revision, holiday boosters) for students falling below their target grade.
- **Walking Talking Mocks:** Plan and deliver large-scale revision sessions or "Walking Talking Mocks" to model exam technique and time management.
- **Parental Engagement:** Lead communication with parents regarding KS4 progress, including hosting revision information evenings and writing targeted letters to parents of students of concern.

4. Teaching & Learning

- **Quality Assurance:** Conduct learning walks and book scrutinise with a specific focus on KS4 feedback, marking, and the standard of work in Y10/11 books.
- **Examiner Insight:** utilise personal experience as an examiner to coach less experienced staff on how to apply the mark scheme accurately and lead any new in class initiatives that may raise attainment.

Please note, whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.



Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Head of KS4 English

This role requires a practitioner who is not only an excellent classroom teacher but also a data-literate leader with a deep understanding of the GCSE assessment framework.

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">Qualified Teacher Status (SQS)Good honours degree in English or related subject	<ul style="list-style-type: none">Middle Leadership qualification (e.g.NPQML)
CPD	<ul style="list-style-type: none">Evidence of attending recent, relevant CPD regarding the GCSE English curriculumEvidence of delivering English specific CPD	<ul style="list-style-type: none">Specific training on "How to Teach" difficult GCSE texts
Track Record	<ul style="list-style-type: none">Proven track record of achieving excellent GCSE results (positive residuals/Progress 8) with own classes over multiple years.Evidence of narrowing the gap for disadvantaged students.	<ul style="list-style-type: none">Experience leading a whole-school or faculty-wide initiative that improved outcomes.
Examiner experience	<ul style="list-style-type: none">Experience working as an Examiner/Marker for a major exam board (AQA preferable) for either Language or Literature.Deep knowledge of how the mark scheme is applied at the "borderline" grades (3/4 and 7/8/9).	<ul style="list-style-type: none">Experience as a Team Leader or Senior Examiner.Experience creating moderation materials for a department.
Leadership	<ul style="list-style-type: none">Experience mentoring ECTs or coaching colleagues to improve their KS4 teaching.	<ul style="list-style-type: none">Experience managing a budget for revision resources or interventions.
Curriculum	<ul style="list-style-type: none">Expert knowledge of the KS4 National Curriculum and the specific specifications of the current exam board.Ability to design Schemes of Work that interleave revision with new content.	<ul style="list-style-type: none">Knowledge of Key Stage 5 English to ensure effective transition and stretch for HPA students
Data & Assessment	<ul style="list-style-type: none">High level of data literacy: ability to interpret complex data (FFT, ALPS, SISRA) to track cohorts.Ability to create accurate and reliable	<ul style="list-style-type: none">Experience using data to create intervention groups dynamically.



	assessments that mirror external exams.	
Intervention	<ul style="list-style-type: none"> Knowledge of evidence-based revision strategies (e.g., spaced retrieval, dual coding) and how to teach these to Y10/11 students. 	<ul style="list-style-type: none"> Innovative approaches to engaging reluctant learners in English.
Personal Attributes	<ul style="list-style-type: none"> Resilience: The ability to work under pressure, particularly during the exam season and data collection points. High Expectations: A refusal to accept that background dictates destination; a belief that all students can succeed in English. Clarity: The ability to communicate complex exam requirements simply to students and parents. 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

