



## THE HOWARD PARTNERSHIP TRUST

*'Bringing out the Best'*

### HOWARD OF EFFINGHAM SCHOOL

#### JOB PROFILE – 2 I/C OF ENGLISH

<b>Job Title:</b>	2 IC of English and Media			
<b>Reporting to:</b>	Head of Faculty			
<b>Salary:</b>	MPS/UPS plus TLR 2b			
<b>Job Purpose:</b>	<p>To work with and assist the Co-Heads of Faculty on the key accountabilities below:</p> <ul style="list-style-type: none"> <li>To ensure that all staff within the faculty provide high-quality teaching and learning that supports students to achieve their potential</li> <li>To lead and develop a team and participate in activities that support the improvement priorities of the school</li> <li>To consistently maintain the Teacher Standards</li> </ul>			
<b>Key accountabilities</b>				
<b>Strategic Leadership</b>	<b>Teaching and Managing Student Learning</b>	<b>Assessment and Evaluation</b>	<b>Professional Development</b>	<b>Communication</b>
<ul style="list-style-type: none"> <li>To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the faculty</li> <li>To audit and plan the curriculum provision and enrichment within the faculty</li> <li>To identify areas for improvement within the faculty and contribute to whole-school self-evaluation and improvement planning</li> <li>To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets</li> <li>To carry out Performance Management in line with</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that teaching and learning within the faculty is of a consistently high standard and provides challenge and engagement</li> <li>To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students</li> <li>To support the Co-Heads of Faculty observing and analysing classroom practice, offering targeted support when necessary in line with whole school Quality Assurance procedures</li> <li>To develop students' communication, literacy and numeracy skills</li> <li>To keep abreast of new</li> </ul>	<ul style="list-style-type: none"> <li>To establish and implement clear practices for assessing, recording and reporting on student progress in line with school policy</li> <li>To lead the implementation of intervention strategies to ensure outstanding progress for all students</li> </ul>	<ul style="list-style-type: none"> <li>To role model outstanding classroom practice</li> <li>To inspire and motivate staff within the faculty and develop a cohesive team</li> <li>To promote collaborative working within the faculty, with other subject areas and other THPT schools</li> </ul>	<ul style="list-style-type: none"> <li>To support the Co-Heads of Faculty in the organisation of meetings ensuring the focus is on the improvement of Teaching and Learning</li> <li>To establish effective communication with parents / carers</li> <li>To develop lines of communication between feeder schools and faculty staff to ensure continuity and progression.</li> <li>To attend parent / information evenings in line with role</li> </ul>

<ul style="list-style-type: none"> <li>whole school procedures</li> </ul>	<p>curriculum thinking (including KS2) and examination specifications</p> <ul style="list-style-type: none"> <li>To promote extra-curricular opportunities to extend learning beyond the classroom</li> <li>To manage student behaviour, sanctions and rewards within the faculty in line with school policy</li> </ul>			
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### **Subject Specific Information**

We are looking for a well-qualified and enthusiastic teacher to contribute to the continued success of the department. The appointed person will be interested in the opportunities provided by our Trust and in working collaboratively.

The English Faculty is housed in a suite of rooms conveniently located close to the Learning Resource Centre.

The post would require the successful applicant to take responsibility for specific year groups in English, sharing in the day-to-day running and strategic leadership of the faculty. The post would suit an experienced teacher. The ability to teach A Level English Literature and/or A Level English Language as well as Media Studies at GCSE and/or A Level is highly desirable.

Duties will include

- Organising and facilitating the preparation of resources for relevant Schemes of Work within the faculty.
- Organising end of year examinations and termly assessments for relevant classes.
- Liaising with parents who have queries on faculty issues.
- Collection of data, pupil tracking and intervention at the relevant level.
- Supporting members of the faculty with the school behaviour policies in English lessons.

### **Course information**

The KS3 schemes have been created in house to provide a cohesive learning journey from years 7 through to 13.

At KS we are currently moving to the AQA specification with all students taking English Language and English Literature.

In the sixth form we follow the WJEC English Language specification and Edexcel English Literature.

In Media Studies we follow the Eduqas specifications at both A Level and GCSE

### **Additional Information**

- For details of how the school day is structured, please see the Howard of Effingham School Website.

- The majority of staff will be form tutors
- For more information about The Howard Partnership Trust ([www.thehowardpartnership.org](http://www.thehowardpartnership.org))



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### PERSON SPECIFICATION – 2 IC OF FACULTY

Qualifications & Training	Essential	Desirable	How assessed
Qualified teacher status	✓		Application
Relevant specialist qualifications in your subject	✓		Application
Commitment to CPD and improving practice through reflection	✓		Application / Interview
Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism	✓		Application / Interview
Experience as a form tutor and / or pastoral work		✓	Application / Interview
Skills and abilities	Essential	Desirable	How assessed
To be able to teach lessons which consistently meet the Teacher Standards	✓		Application / Interview
Demonstrable experience of improving student outcomes	✓		Application / Interview
Experience of carrying out monitoring and evaluation of colleagues		✓	Application / Interview
Experience of leading CPD opportunities for colleagues		✓	Application / Interview
To use a variety of strategies to engage students and promote a stimulating learning environment	✓		Application / Interview
To lead a team, inspiring others and to promote faculty / department procedures	✓		Application / Interview
To be a confident user of IT as a teaching tool	✓		Application / Interview
To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives	✓		Application / Interview
Personal Attributes	Essential	Desirable	How assessed
Excellent communication skills with the ability to relate well to students and adults	✓		Application / Interview
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	✓		Application / Interview
Energy, enthusiasm, determination and an insistence on high standards	✓		Application / Interview

Be able to work under pressure, prioritise and manage time effectively	✓	Application / Interview
<b>Safeguarding</b>		
The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment		