



# Lynch Hill Enterprise Academy

Head of English  
Application Pack



# Contents

## Thank you for your interest in the Head of English post at Lynch Hill Enterprise Academy

### This pack contains:

- Letter to candidates
- Information about Lynch Hill Enterprise Academy  
Details of the Slough and East Berkshire Multi Academy Trust
- The job description and person specification

We hope that you find the pack informative. If you do have any further questions, please contact Lynch Hill Enterprise Academy via the details below:

**Sharifa Salahudeen**  
HR Manager  
[s.salahudeen@lhea.org.uk](mailto:s.salahudeen@lhea.org.uk)  
01753 691583 ext. 2239

You can also visit our website at  
[www.lhea.org.uk](http://www.lhea.org.uk)

Closing date: 13 July 2026 (12pm)  
Interview dates: 16 July (we reserve the right to interview promising candidates prior to this date if applications are received early)

If you wish to visit the Academy prior to application, then please contact Sharifa Salahudeen.

We are a school that places the safeguarding of all students as our number one priority. Please take the time to review our Child Protection & Safeguarding Policy which is available on the school's website.

---

Dear Applicant

Thank you for your interest in this post at Lynch Hill Enterprise Academy. This is an exciting opportunity to join our rapidly improving school community. We can offer a supportive setting that will provide further opportunities for development as the school continues to grow and improve.

In the most recent Ofsted inspection in May of 2025, there was a lot to be pleased about with three of the four judgements being good. A significant amount of progress has been made since May and in October, the school began a two-year association with the RISE programme. This is designed to increase the capacity for the school to improve more quickly and through our supporting organisation, Chiltern Learning Trust, positive working relationships are quickly developing. All of this means that this is a fantastic opportunity for an experienced senior leader to join a highly dedicated and skilled senior leadership team on an exciting journey of school improvement.

The Ofsted report highlights some of the many strong areas that already exist, particularly relevant to this role, safeguarding and the strong pastoral system. *“Pupils at Lynch Hill Enterprise Academy enjoy being part of this inclusive school community. They appreciate that staff get to know them well and provide them with the care and support they need. Pupils feel safe at this school and know that they can speak to an adult if something is concerning them.”*

A typical Lynch Hill member of staff is highly committed, motivated and resilient, with a clear focus on improving the life chances of all young people. We firmly believe that high achievement for each and every student is our shared responsibility. Our school community celebrates excellence and enables students to flourish as happy, successful individuals who achieve their best in all they do.

If you have enthusiasm and energy and want to be part of our dynamic culture working to ensure:

- outcomes are the best that they can be
- student behaviour is good and effectively led
- the school continues on its rapid journey of improvement

then I would be pleased to receive your application. Together with your completed application form, I would also request an accompanying letter of no more than two sides of A4 outlining your previous experience and how you would fulfil the role. Within this letter, please detail examples of your successes, especially how you have impacted positively on results and life chances for young people.

Yours faithfully



Chris Thomas

Headteacher of Lynch Hill Enterprise Academy



### **The school**

Lynch Hill Enterprise Academy is a free school which opened in September 2014. We moved into our new building in April 2017 and, in January 2019, Lynch Hill became part of the Slough and East Berkshire Multi Academy Trust. There are approximately 870 students on roll – which means that we are almost ‘full’ although it is worth noting that we have just begun a consultation to reduce the PAN from 180 to 150 students in each year group. This reflects the reduction in student numbers within Slough itself and is a process which is being undertaken to ensure financial stability for the school amongst other things.

We are fortunate to have a relatively new building, and a custom-built area for the school’s safeguarding team. At Lynch Hill Enterprise Academy our curriculum intent is deliberately designed to reflect all aspects of school life, not just that which happens in the classroom and is guided by this simple mantra:

**“Aspire to be your best, achieve through effort and succeed with pride”**

Underpinning the taught curriculum, we have our ‘culture curriculum’ which serves to educate our students in becoming well-behaved young people who engage in their learning and respect each other and their environment. Our students always receive positive feedback when engaged in off-site activities.

I would urge you to visit this wonderful school and see for yourself what makes Lynch Hill Enterprise Academy such a special place to work.

---

## The Trust

Lynch Hill Enterprise Academy is a member of the Slough and East Berkshire C of E Multi Academy Trust (SEBMAT). SEBMAT includes both primary and secondary schools, which may have a Church of England link, but this does not prevent non Church of England schools from joining the Trust. SEBMAT supports schools to achieve very effective education with high levels of performance through coaching, sharing good practice and helping to secure good value for money.

### SEBMAT values











We fully subscribe to the National Society's determination since 1811 that the education we offer as Church of England schools does not depend on the background of the pupil but on a profound investment in their character and in the sparking of their aspiration. Every pupil will be encouraged to respect and honour their similarities and their differences as well as achieve success and be a positive contributor to the local and wider community.

Schools joining SEBMAT will be expected to commit themselves fully to open, honest and transparent collaboration that aims to help every pupil in the Trust to achieve the highest standards.

SEBMAT aims to provide:

- School improvement and has a track record of success
- Excellence in leadership
- Sustained momentum across the improvement journey
- Curriculum innovation
- Standards monitoring, data analysis and trend information
- Links to local, national and international groups
- Facilitated school-to-school networks, coordinating and brokering expertise
- Excellent staff by attracting the best to the Trust and by providing good development opportunities
- Excellent financial management and value for money

## Staff Benefits

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Healthcare and mental health</b></p> <ul style="list-style-type: none"> <li>• Free annual flu vaccination</li> <li>• Eye care vouchers to cover some/all the costs of eye tests and spectacles.</li> <li>• Free confidential and independent counselling helpline</li> <li>• Healthcare package opt in for staff and their families which includes a 24/7 GP advice line</li> </ul>                                                                                                                                     |
|    | <p><b>Social connection</b></p> <ul style="list-style-type: none"> <li>• Staff social committee who arrange social events</li> <li>• Buddies scheme for new staff</li> <li>• End of term events with refreshments provided</li> <li>• Supportive and committed team of staff</li> </ul>                                                                                                                                                                                                                                       |
|    | <p><b>Timetabling and cover</b></p> <ul style="list-style-type: none"> <li>• Additional protected PPA time for form tutors</li> <li>• We employ Cover Supervisors to reduce the amount of cover by teachers</li> <li>• Maximum teacher contact time set at 43 hours per fortnight.</li> </ul>                                                                                                                                                                                                                                 |
|   | <p><b>Planning, marking, assessment and reporting</b></p> <ul style="list-style-type: none"> <li>• Specific staff support for administration planning of educational visits and other activities</li> <li>• Teachers encouraged to set homework when it is meaningful, not to a rigid timetable</li> <li>• Feedback policy designed to make marking and feedback demands on staff manageable with no set frequency of marking.</li> <li>• Reporting requirements reviewed regularly and streamlined where possible</li> </ul> |
|  | <p><b>Communications and technology</b></p> <ul style="list-style-type: none"> <li>• All staff are supplied with a laptop</li> <li>• Communication streamlined using daily message document and weekly staff briefing</li> <li>• ClassCharts used to help teachers work more efficiently and flexibly</li> </ul>                                                                                                                                                                                                              |
|  | <p><b>Calendar planning</b></p> <ul style="list-style-type: none"> <li>• Deadlines and events scheduled to spread workload where possible</li> <li>• Programme of after school meetings is relatively light compared to many schools</li> <li>• Earlier finish on a Friday afternoon to allow department planning meetings to run from 2.30-3pm each week</li> </ul>                                                                                                                                                          |
|  | <p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Extensive in-house CPD programme and opportunities for external training</li> <li>• Funding to support teaching and support staff working towards relevant professional qualifications</li> <li>• Trust-wide opportunities such as 'A' level teaching experience</li> </ul>                                                                                                                                                                   |
|  | <p><b>Flexible working and leave of absence</b></p> <ul style="list-style-type: none"> <li>• Staff absence policy is applied generously</li> <li>• Informal and formal requests for flexible working considered</li> <li>• End of term early finish for all staff</li> </ul>                                                                                                                                                                                                                                                  |
|  | <p><b>Staff wellbeing</b></p> <ul style="list-style-type: none"> <li>• 2-week Autumn Half-term</li> <li>• Free tea/coffee and biscuits</li> <li>• Friday treats such as cheese/biscuits, doughnuts, fruit and chocolate for all staff at break</li> <li>• Late start following Open evening</li> </ul>                                                                                                                                                                                                                        |
|  | <p><b>Other benefits</b></p> <ul style="list-style-type: none"> <li>• Cycle to work scheme and ample on-site parking.</li> <li>• Refer a friend incentive of £500.</li> <li>• Long service awards</li> <li>• London fringe allowance</li> </ul>                                                                                                                                                                                                                                                                               |

---

**Details of vacancy – Head of English**

Main Pay Scale or Upper Pay Spine (Up to £52,490)

TLR 1b (£13,693)

Required January 2027

We are offering an exciting opportunity for an enthusiastic and well-qualified Teacher of English to lead the department in our dynamic school. The successful applicant will teach English to all year groups as well as leading the next phase of the development of the department.

**The English Department**

Our students are wonderful, open-minded and have a great love of learning. This is a successful department, ready for the next stage of its development.

There are currently a team of six experienced practitioners with expertise in SEND, behaviour and well-being, literacy and assessment for learning. Over the last 18 months, lots of exciting work has been done to develop the department to provide active, challenging and creative learning experiences for our students.

We study a rich and broad curriculum that embraces literature from all cultures and eras. Our KS3 curriculum prepares our students for the challenges of GCSE. The GCSE results are an upward trend and we are hoping for our best results for some time this year.

Students learn in a suite of seven, large classrooms, all of which have SMART Board technology and interactive whiteboards.

The school is currently part of the RISE support programme and this enables us to access outstanding support for the new Head of department.

### **Job Description- Head of English**

**Responsible To:**

**SLT link**

**Primary Purpose:**

**To promote the highest possible achievement of students in English through consistently high quality teaching and effective line management.**

#### **Main Duties and Responsibilities:**

##### **Job Purpose:**

- To ensure that students make progress equivalent to or better than expected on the basis of prior attainment data
- To ensure that students' progress is monitored and that appropriate measures are taken to address underachievement of groups and individuals
- To ensure effective learning takes place through consistent, high quality teaching.
- To contribute to curriculum review to ensure it remains relevant in our changing world
- To line manage the librarian and take a strategic lead on the development of the use of the library
- To demonstrate achievement of Teachers' Standards.

#### **Main Duties and Responsibilities**

##### **Strategic direction**

- Develop and implement policies for English in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)

- 
- Promote enterprise and careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
  - Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively

### **Leading the curriculum**

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area

### **Leading and managing staff**

- Establish an effective team and hold regular meetings to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the school's policy
- Contribute to timetabling and manage setting pupils into attainment groups

### **Efficient and effective deployment of resources**

- Provide support with textbooks and library books in subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils

- 
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
  - Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
  - Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home due to coronavirus

Experience, Qualifications and Training

- Qualified Teacher Status.
- Educated to degree level
- Evidence of relevant further professional development
- Teaching experience
- Good or better teaching
- Leadership experience

Knowledge and Skills:

- Expert knowledge of the National Curriculum
- Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve
- Awareness of local and national organisations that can provide support with delivering the subject
- Ability to build effective working relationships with staff and other stakeholders
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Good IT skills
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others

Personal qualities:

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Uphold and promote the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Maintain confidentiality at all times
- Commitment to safeguarding and equality