

PINNER

HIGH SCHOOL



SECOND IN CHARGE OF ENGLISH

CANDIDATE INFORMATION PACK

Inspiring Learning



Shortlisted
Secondary school of the year



INVESTORS IN PEOPLE™
We invest in wellbeing Gold



Letter from the Headteacher

Dear Applicant

Thank you for considering the opportunity to join the exceptional team at Pinner High School. As Headteacher, it is my privilege to lead a school where ambition, opportunity, and success converge in a vibrant and inclusive community. Guided by our motto, '**Inspiring Learning,**' we are committed to equipping our students with the knowledge, skills, and experiences they need to reach their full potential and excel in a rapidly evolving world.

As a prospective member of staff, you will become part of a talented and dedicated team of professionals united by a shared passion for educational excellence. At Pinner High School, we place a strong emphasis on staff well-being and professional growth, fostering a culture where every individual feels valued, supported, and empowered to succeed. With personalised professional development opportunities, a collaborative ethos, and encouragement for innovation in teaching practices, we aim to support you in thriving both personally and professionally.

We are proud to be a relatively small, community-oriented school that cultivates close relationships within our team and with the families we serve. At Pinner High School, we care deeply about our staff, treating everyone with respect, kindness, and professionalism. Our goal is to create an environment where you can enjoy your work, build lasting friendships with colleagues, and embrace a "work smarter, not harder" approach to ensure a sustainable and fulfilling career.

Lifelong learning is central to our ethos—not only for our students but also for every member of our team. We believe in continually refining skills, developing leadership potential, and finding joy in the most rewarding aspects of education. Whether through the relationships we build, the trips we lead, or the successes we celebrate, these moments define the meaningful and enjoyable experience of working at Pinner High School.

If you would like to join our school please complete your application via mynewterm.com

Further information can be found via our website www.pinnerhighschool.org.

We look forward to working with you

Mr Raj Patel

Headteacher

Second in Charge of English

Reports to:	Head of English
Start/end date:	September 2026
Salary:	MPS1 to MPS6 or UPS1 to UPS3 depending on experience (Outer London)TLR 2B; £5,605
Contract:	Permanent

We encourage you to read our website carefully and familiarise yourself with our prospectus and this candidate information pack.

Since opening in 2016, Pinner High School has grown into a thriving community, with 900 students in Years 7 to 11 and a flourishing Sixth Form. Graded 'Outstanding' by Ofsted, we are proud of our consistently high academic standards, reflected in excellent exam results year after year.

However, at Pinner High School, success extends far beyond academics. We are dedicated to developing well-rounded, compassionate, and critical thinkers who engage with the world with curiosity and confidence. We actively encourage our students to ask questions, explore ideas, and challenge perspectives—practices that deepen their understanding, spark creativity, and ignite a lifelong love of learning.

Our core values—kindness, respect, integrity, and perseverance—are woven into every aspect of school life. These values guide our decisions, shape our relationships, and create a supportive and inclusive culture where students, staff, and the wider community feel valued. By blending academic excellence with character development, we empower our students to thrive as thoughtful, resilient, and engaged individuals, ready to make a positive impact on the world.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

INTRODUCTION

At the heart of a successful school is the provision of high-quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision through a

commitment to the school's ethos and by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

JOB DESCRIPTION:

CORE PURPOSE

To support the Head of Department to lead, manage and develop the delivery of the curriculum at Key Stages 3, 4 and 5 in order to ensure the highest possible standards of pupil achievement, personal development and well-being, and bring life to the school motto of 'Inspiring Learning'.

To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and well-being, and bring life to the school motto of 'Inspiring Learning'.

KEY RESPONSIBILITIES

Second in English

- Demonstrate a thorough, up to date knowledge of current educational initiatives and government policy and take a leading role in planning their implementation;
- To take specific responsibility for leading learning within specific areas agreed with Head of Department;
- To establish a culture which promotes innovation and creativity in the English curriculum and ensure it is monitored, evaluated and celebrated;
- To ensure all teaching staff are provided with baseline pupil data and the targets that each pupil is expected to achieve;
- To ensure effective monitoring and evaluation of the quality of teaching and standards of achievement of all pupils;
- To ensure there is both progression and continuity across the Key Stages;
- To ensure staff who teach within their Key Stage are supported;
- To support the Head of Department in the monitoring of exercise books/pupil folders;
- To organise meetings where appropriate for those staff teaching English;
- To ensure effective management of both internal examinations and external end of Key Stage examinations;
- To provide regular progress reports and updates for the Senior Leadership Team (SLT) and Governors ensuring they are fully aware of all successes, issues and concerns;
- To contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content.

Learning and Teaching:

- To be committed to and to promote the school's vision, aims, objectives and values;
- To effectively teach National and School Curricula within the school's Teaching and Learning Policy;
- To engage teaching methods which bring life to the motto 'Inspiring Learning';
- To provide a calm, friendly, and disciplined teaching environment with positive relationships;
- To provide a stimulating learning environment of high expectation and constant challenge;
- To plan interesting and creative lessons and activities to meet the individual needs of all students;
- To consistently integrate AFL strategies across all platforms;
- To set appropriate homework in line with school policy;
- To make effective and efficient use of Teaching Assistants and class resources to drive the individual learning experience;
- To know and support the personal development of each student with a firm understanding of complex learning needs and the importance of raising achievement among pupils;
- To make effective and efficient use of data systems and SIMS to record pupil progress, behaviour and attainment;
- To mark work, assess, record, track and report pupil progress, using available data;
- To consistently and effectively monitor the progress of students and give clear and constructive written and oral feedback working in partnership with parents;
- To set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships;
- To promote the school policy on behaviour management using praise, sanctions and rewards;
- To be responsible for promoting and safeguarding the welfare of all students;
- To prioritise student wellbeing working collaboratively with all stakeholders;
- To be a role model consistently demonstrating the Pinner High School values;
- To enthusiastically participate in the enrichment opportunities of the 'Heads Challenge' programme;
- Develop effective links with the local community in order to extend subject activities, enhance teaching and develop the students' wider understanding.

Developing self and working with others:

- To work collaboratively with peers to communicate, share best practice with and debate in the best interests of both staff and students;
- To work collaboratively with Inclusion and support teams to further pupil attainment and support;
- To work collaboratively with parents/guardians to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets;

- To contribute and develop schemes of work, resources, teaching and learning strategies;
- To contribute to the development of a range of assessment activities to track student progress;
- To contribute to team review, monitoring and evaluation and the development of working practices;
- To participate, as required, in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school;
- To participate in working groups and ad hoc projects as required;
- To participate in other professional development activities, seek and attend relevant training.

Other Duties and Responsibilities:

- To deputise for the Head of English in their absence;
- To be a member of a pastoral team and, if required, a form tutor, carrying out the associated responsibilities;
- To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above;
- To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description;
- To have due regard for issues of Health and Safety relating to staff, students and visitors;
- To attend meetings, open evenings and school events as necessary;
- To set a good example in terms of dress, punctuality and attendance.

REASONS TO WORK AT PINNER HIGH SCHOOL

- A friendly, respectful and collaborative environment
- The opportunity to work with a number of skilled professionals
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves
- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough
- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

BENEFITS

- Continuous professional development
- Employee Assistance Programme

- Contributory pension scheme
- Paid lunch break duty with free lunch whilst on duty
- Free tea and coffee
- Onsite parking
- Gym access
- Brand new facilities
- Free eye care voucher
- Salary sacrifice scheme for Cycle to work
- Three weeks Christmas break in December

SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Offers of employment

Pinner High School reserves the right to assess candidates online social media presence.

Offers will be subject to receipt of two references (one of which should be the most recent employer).

For more information about our safeguarding policies, please visit our school website:

<http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All post holders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post

If Pinner High School sounds like it is right for you:

- Visit our school website recruitment page and select apply for the relevant position; you will be redirected to www.mynewterm and invited to create a profile. All applications are via this portal, CVs are not accepted.

If you have any questions or queries, please contact careers@pinnerhighschool.org or call 020 3096 0769. *The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	How Identified
Good honours degree in relevant subject	Yes	Application
Qualified Teacher status	Yes	Application
Experience	Essential	How Identified
Evidence of teaching across all key stages	Yes	Application Interview
Evidence of a solid understanding of curriculum developments in the specific subject area	Yes	Application Interview
Experience of using data to monitor and raise achievement	Yes	Application Interview
Experience of consistent use of AFL techniques	Yes	Application Interview

Knowledge, Skills and Abilities	Essential	How Identified
Skill and expertise in the effective use of data and the analysis of data	Yes	Application Interview
Ability to use ICT to enhance learning; strong ICT competence	Yes	Application Interview
Ability to personalise learning	Yes	Reference Interview
Ability to inspire and enthuse students across all abilities	Yes	Reference Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes	Application Reference Interview
Ability to meet deadlines with advanced organisational skills	Yes	Application Interview
Demonstrates great communication & interpersonal skills	Yes	Reference Interview
Demonstrates professional conduct and personal integrity	Yes	Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Yes	Reference Interview
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes	Reference Interview
Demonstrates positive behaviour management skills and an ability to maintain a non-confrontational approach	Yes	Reference Interview
Other Requirements	Essential	How Identified
Enthusiasm, energy and commitment	Yes	Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes	Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes	Application Interview
Evidence of ongoing CPD: A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes	Application Interview

Evidence of working collaboratively in a team	Yes	Application Interview
Self-motivation and a sense of initiative	Yes	Interview
An open and transparent work ethic	Yes	Interview
A flexible and 'can do' attitude	Yes	Interview
Involvement in departmental development	Yes	Reference Interview
A willingness to get involved in extracurricular activity	Yes	Application Interview
A willingness to share in the school's educational vision	Yes	Interview