



**PARKSIDE**  
COMMUNITY SCHOOL  
Small School • Strong Values • Great Experiences

**Recruitment pack for applicants**

**Senior Leader for English and  
Whole School Literacy**



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

## Contents

<b>Section 1:</b> Post advertisement .....	3
<b>Section 2:</b> Letter from the Headteacher – Andy Kelly.....	5
<b>Section 3:</b> About Parkside Community School.....	6
<b>Section 4:</b> Job Description.....	9
<b>Section 5:</b> Person Specification.....	13
<b>Section 6:</b> Further school information.....	14

May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



## Section 1: Post advertisement

**Post:** Senior Leader for English and Whole School Literacy

**Location:** Parkside Community School

**Salary:** Leadership Pay Range L6 to L10

**Job type:** Permanent

**Reporting to:** Deputy Headteacher

**Start date:** 1st September 2026

**Closing date:** 9am 5th May 2026

We are seeking to appoint a Senior Leader for English and Whole School Literacy to join our Leadership Team at Parkside Community School. They will be a passionate and highly effective leader, who is able to support, motivate and encourage students and staff to achieve their best. We encourage applications from colleagues who are current or aspiring leaders.

The position is a great match for someone who believes that schools have the power to transform lives and must:

- be truly inclusive and focus on the wellbeing and progress of every child to unlock potential
- remove all barriers to social mobility so no doors are closed
- enable students to make the most of their talents, and live life in all its fullness
- enable young people to be aspirational and give them the tools to surpass their personal and academic targets

### What we offer:

- a small and friendly school
- fantastic students
- an ambitious and supportive staff body
- huge support and progression opportunities
- excellent support from the Embark Federation central team
- excellent ongoing CPD and career development within our school, and across the Embark family of schools
- an impressive range of Embark employee benefits  
<https://www.youtube.com/watch?v=9yUk8ZISAR0>

## Interested in applying?

We actively welcome visits and would be delighted to show you around our very special school. In order to arrange this or to have an informal discussion please contact Leanne Asher, Deputy Headteacher ([lasher@parkside.derbyshire.sch.uk](mailto:lasher@parkside.derbyshire.sch.uk))

To apply for this exciting role please complete an application via MyNew Term.

**The closing date for all applications is 9am Tuesday 5th May 2026.**

**Interviews will be conducted on Friday 8th May 2026.**



## Section 2: Letter from the Headteacher

### Dear Potential Applicant

As Headteacher of Parkside Community School I would like to extend a warm welcome and thank you for your interest in the post.

This is a fantastic time to join Parkside Community School. As an 11-16 secondary within the Embark Federation, we are part of a forward thinking Trust whose core vision is to create 'stand out' schools in the heart of their communities. Our trust has four core beliefs; Family, Integrity, Teamwork and Success. These sit alongside the school's values of Resilience, Respect, Responsibility and Community and are integral to everything we do.

In 2025, the Fairer Schools Index ranked us as the 5th best school in the East Midlands, and 80th out of over 3000 schools across the UK. It has been a privilege to lead our school since November 2023; I discovered very quickly that Parkside is truly a special place.

At Parkside Community School we believe education is transformational. That is why what we do is so important and why we are always seeking to improve our practice. The successful applicant will work alongside myself and an ambitious staff team that is driven to serve our community.

Our collective mission and everyday focus can be seen below:

- We are here to serve our children and their families – this is our community
- We are unwavering in our pursuit of every child achieving their full potential; this is our common purpose as this is their one chance at their education
- We embrace the opportunities and challenges of educating young people and celebrate success
- We are relentless in our drive to ensure that no child's educational success is limited by their socio-economic background; **we are all here to break this link**

Our young people matter to us and everything we do is aimed to enable students to be safe, happy and achieve the very best outcomes in their subjects. Education is only transformational if every student has a consistent diet of great lessons every single day. This is achieved at Parkside through a collective effort coupled with a commitment to professional development for all of our great staff.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping students become the best version of themselves. We believe that all our students can achieve excellence, no matter what their background, and that they all deserve the very best teachers to help them secure a first-class educational offer.

**If the opportunity to join a small, friendly school, with supportive governance, and brilliant students appeals to you, then get in touch. I'd love to discuss this opportunity with you.**

Yours faithfully

**Mr Andy Kelly**  
Headteacher

# Section 3: About Parkside Community School

## About us

Parkside Community School is a small sized 11-16 secondary located in Chesterfield. In April 2023 it joined Embark Federation.

Parkside is a truly special school and has a fantastic student body. It benefits from a talented and committed, long serving staff and governance with minimal turnover. All at Parkside are passionate about positively serving to change life chances for our children; this is our common purpose.

Exceptional teaching and learning is our priority. Our highly qualified and motivated staff work hard to ensure our students achieve at the highest level, whatever their starting point. The intent of the Parkside Curriculum is to be leading edge, facilitating the best academic and personal development outcomes for our students. Our pastoral teams are driven to provide all necessary support to ensure our students can learn, participate, and feel they belong to the Parkside family.

In 2022 the school was again rated as a Good School by Ofsted. In November 2023 the school appointed a new experienced Headteacher.

## Our Mission - Our everyday focus



We are here to serve our children and their families - this is our community.

We are unwavering in our pursuit of every child achieving their full potential; this is our common purpose as this is their one chance at their education.

We embrace the opportunities and challenges of educating young people and celebrate success.

We are relentless in our drive to ensure that no child's educational success is limited by their socio-economic background; we are all here to break this link.

## The Vision - Building on our successes

**Parkside is a safe, successful and happy school where going the extra mile is the norm. Through strong and positive relationships, Parkside:**

- Is at the heart of our community; we are proud to serve our young people and their families
- Delivers excellence in learning and supports all our young people to make exceptional progress academically regardless of the challenges they may face
- Provides unrivalled levels of care to develop our young people's social, emotional and physical wellbeing
- Offers unique opportunities to develop individual character and increase cultural capital so our young people are able to make a positive contribution to Society
- Harnesses the potential of all our young people and staff so they can collaborate, compete and thrive locally, nationally and globally
- Is relentless in its desire to improve further, only the best is good enough for our young people, their families and our staff

## Our Ethos – The spirit and culture of our school

- Our school ethos centres around students and their families caring about the choices **that will shape their futures**
- Our ethos is at the very centre of our school culture.



## Our School Values – Who we are

- Our values underpin everything we do and every decision we make. They are the Parkside Way.

# PARKSIDE VALUES

## WHO WE ARE



### RESILIENCE

The ability to recover quickly from difficult conditions and succeed.



### RESPECT

Showing consideration and positive regard for others.



### RESPONSIBILITY

The act of being accountable for actions and being in charge of learning.



### COMMUNITY

Working together for great educational experiences.

## Section 4: Job Description Senior Leader for English and Whole School Literacy

### **Parkside Community School is committed to creating a diverse workforce.**

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** Leadership Pay Range L6 to L10.

**Contract type:** Permanent.

**Reporting to:** Deputy Headteacher.

### Main purpose

#### **The Senior Leader for English and Whole School Literacy will:**

- provide professional leadership and management for the coordination of the whole school literacy strategy. Specifically, they will improve levels of reading, writing, oracy and SPaG for all students so they are able to fully access all areas of the school's curriculum
- lead the English department and have strategic ownership of the English curriculum intent, implementation and impact

#### **The Senior Leader for English and Whole School Literacy will:**

- uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- build positive and respectful relationships across the school community
- serve in the best interests of the school's students
- be data driven to ensure their work has impact, and improves the areas of their responsibility

### Duties and responsibilities

#### **Whole School Literacy**

The Senior Leader for English and Whole School Literacy will:

- be relentless in their leadership of whole school literacy for all students, in all areas of the school's curriculum
- develop an accurate view of literacy levels across the school in order to rapidly improve any deficits amongst students
- develop and oversee the school's literacy policy and whole school foci ensuring these are implemented consistently across all curriculum areas
- develop impactful strategies and bespoke interventions to help overcome obstacles students may experience that could limit levels of literacy and language acquisition, including handwriting
- lead a rewards programme for literacy that ensures all students feel valued and rewarded for their efforts and achievements in this area

- implement, monitor and review strategies that improve students' reading, writing and ability to access all areas of the curriculum. These must promote academic achievement for key groups of students
- develop and implement quality assurance processes that evaluate the impact of all literacy strategies and interventions
- lead, organise and coordinate appropriate training for staff on school literacy initiatives
- promote and model good relationships with parents/carers, which are based on partnerships, to support and improve students' literacy and oracy
- promote and develop extra-curricular activities relating to literacy

#### **English Department Leader**

##### **The Senior Leader for English and Whole School Literacy will:**

- lead, manage and develop the English department's teaching staff to be excellent English teachers
- ensure the provision of an ambitious, sequential curriculum that supports all students to make excellent progress
- ensure the curriculum's implementation is supported by evidence-based research
- prepare students for academic success and inspire a love of learning that goes beyond examinations
- maximise standards of student achievement within English by monitoring and supporting student progress through the use of assessment information and swift intervention
- maintain an up-to-date knowledge of developments within English

##### **The Senior Leader for English and Whole School Literacy will develop and implement an English curriculum that:**

- is ambitious and designed to give all learners, particularly the most vulnerable (disadvantaged and SEND), the knowledge they need to achieve and succeed
- is part of the wider school curriculum, delivering the school's vision, developing values and key competencies alongside subject-specific knowledge and skills
- is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for success
- clearly defines and articulates the knowledge and skills that students from different starting points are expected to secure by the end of each year, or at each reporting point
- ensures that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students
- ensures that the implementation of the planned curriculum develops students' knowledge and skills that enable them to achieve well, reflected in internal and external summative assessment

##### **The Senior Leader for English and Whole School Literacy will:**

- establish and implement clear policies and practices for assessing, recording and reporting on student learning and achievement. This information must be used to inform next steps in teaching and learning and enable parents/carers to understand and support their child's learning and progress

- lead the evaluation of the impact of teaching on learning (through departmental and whole school quality assurance processes as well as forensic data analysis) and ensure that this evaluation feeds into swift intervention that facilitates continuous improvement
- analyse internal and external performance data and evaluate the impact of English teaching staff. Use targeted CPD to improve English teachers' effectiveness
- create and successfully deliver a robust subject improvement plan for English that drives improvements across the curriculum area and aligns tightly to the school's improvement priorities
- work with colleagues to establish effective relationships with students and parents/carers as partners in learning, ensuring that all understand what students will learn, what progress students are making in their learning, and how parents/carers can support their children's learning
- develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop students' wider understanding, interest in the subject and love of learning

### **Governance, accountability and working in partnership**

##### **The Senior Leader for English and Whole School Literacy will:**

- contribute to the formulation of aims and objectives in partnership with the school's Governing body, Headteacher and the Senior Leadership team
- understand and welcome the role of effective governance, including accepting responsibility
- ensure that staff understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- work successfully with other schools and organisations
- maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students
- undertake effective and regular line management of identified English colleagues

Please note that this is senior leadership role that sits on the school's SLT.

Above is illustrative of the general nature and level of responsibility of the role.

It is not a comprehensive list of all tasks that the Senior Leader for English and Whole School Literacy will undertake.

**The Senior Leader for English and Whole School Literacy's specific roles and responsibilities may change over time to suit the needs of the school.**

This job description is current at the date shown (April 2026); but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the scale and job title.

## Teaching

To undertake an appropriate programme of teaching.

### Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example
- To attend school events/functions
- To support the day to day running of the school as a senior leader

## Other Specific Duties

- To take part in personal professional development
- To undertake any other duty as specified by the School Teacher's Pay and Conditions Document not mentioned in the above
- Whilst every effort has been made to explain the main 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 Headteacher to undertake work of a similar level that is not specified in this job description
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

## Conditions of Employment:

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This school is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

Employees must work in accordance with Parkside Community School policies and procedures regarding safeguarding and confidentiality. In the event a candidate does not fully meet the person specification/criteria/experience, then a temporary contract may be offered.

Employment is subject to satisfactory medical and police clearance together with an enhanced DBS (formerly CRB).

# Section 5: Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status and well established as an excellent classroom practitioner who inspires and motivates students and staff alike</li> <li>• Qualified to at least degree level in an appropriate discipline related to English</li> <li>• Evidence of continuing professional development and a willingness to undertake further development as appropriate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful middle or senior leadership experience in a school</li> <li>• Evidence of impactful leadership of English in a school setting</li> <li>• Involvement in self-evaluation, quality assurance and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• A deep understanding of evidence-based research that positively impacts students' literacy levels</li> <li>• Experience of leading impactful literacy strategies in a school setting</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of effective literacy strategies alongside the ability to model these for staff to improve their effectiveness</li> <li>• Good working knowledge of the Ofsted framework and other measures for evaluating the performance of a school</li> <li>• Excellent curriculum knowledge</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Solution focussed when faced with challenges</li> <li>• The ability to work under pressure and remain positive</li> <li>• The ability to retain a sense of humour</li> </ul>

# Section 6: Further school information

## Address

Parkside Community School  
Boythorpe Avenue  
Chesterfield  
S40 2NS

## Telephone

01246 273458

## Website

<https://www.parkside.derbyshire.sch.uk/>

## Social Media

Please keep up to date with Parkside news through our social media outlets – Facebook, X (formerly known as Twitter) and Instagram

