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**BRADFORD GIRLS'  
GRAMMAR SCHOOL**

**bdot**  
Bradford Diocesan  
Academies Trust

## **Assistant Subject Leader of English**

### **RECRUITMENT INFORMATION PACK**



Salary: MPS – UPS + TLR2B (£5,517)

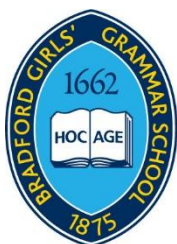
Contract term: Permanent

Working pattern: Full time

From: ASAP

Bradford Girls' Grammar School

Squire Lane, BD9 6RB



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## **1. About Bradford Girls' Grammar School**

Thank you for the interest you have shown in the post of Assistant Subject Leader of English at Bradford Girls' Grammar School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially de-amalgamated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many strengths of the school; teaching quality is good across the school leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

## **2. Bradford Diocesan Academies Trust (BDAT)**

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit [www.bdat-academies.org](http://www.bdat-academies.org)

### **3. Information on the Post**

We are seeking to recruit an enthusiastic and experienced Assistant Subject Leader of English to work alongside our Director of English.

As a subject specialist in our school, the successful candidate will contribute to the development and implementation of a quality curriculum in Key Stage 3 and 4. Being able to deliver high quality teaching and learning is paramount, together with the skills to provide effective support and challenge to other colleagues.

We are a hugely successful school, with a strong set of results and we want to get even better!

Our mission is that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future. Providing broad opportunities, raising aspirations, and providing fun and memorable experiences, are all key to this, and all our colleagues contribute to extra-curricular activities.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

#### 4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Monday 26<sup>th</sup> January 2026 at 8.00am**
- **Shortlisting of applications: Monday 26<sup>th</sup> January**
- **Interview date: TBC**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

## 5. Job Description

<b>Post Title:</b>	Assistant Subject Leader of English
<b>Post Purpose:</b>	To support the leadership of the English department and to teach English, following and supporting the implementation of a high quality curriculum across all Key Stages.
<b>Reporting to:</b>	Director of English
<b>Working time:</b>	Full Time
<b>Salary/Grade:</b>	£MPS/UPS + TLR2B
<b>Main (Core) Duties:</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support the leadership of the English department and ensure outstanding student progress within the department.</li> <li>• Contribute to curriculum development within the department.</li> <li>• Ensure high quality curriculum implementation, that has pace and challenge, breadth of curriculum coverage and purposeful assessment</li> <li>• Contribute to the writing, review and update of medium-term plans and schemes of work</li> <li>• Keep up to date with developments in the subject (including research/inspection findings); classroom management and pedagogy to encourage good practice.</li> <li>• Liaise with the Leader of English regarding links with relevant examination and validating bodies.</li> <li>• Make full use of assessment data to produce personal student targets and ensure these are reviewed on a regular basis.</li> <li>• Ensure that English curriculum plans are differentiated to meet the needs of all students and that the implementation meets the needs of all students including those with SEND</li> <li>• Provide opportunities for pupils to work in teams and small groups, in pairs and individually, in both theoretical and practical activities</li> <li>• Provide opportunities for pupils to develop their skills in Numeracy and ICT</li> </ul>

	<ul style="list-style-type: none"> <li>• Have regard for pupils' social, moral, spiritual, and cultural development, and to provide for this in curriculum plans</li> <li>• Provide opportunities for pupils to express their opinions about the curriculum and to have some ownership over what they learn and how they learn it</li> <li>• To set and mark homework according to school and departmental policies</li> <li>• To integrate the development of key skills (numeracy, literacy into their teaching)</li> <li>• To monitor and assess students according to departmental and whole school policies</li> <li>• To actively participate in departmental meetings</li> <li>• To maintain a safe and attractive learning environment</li> <li>• Deliver engaging and motivating lessons to students across all Key Stages</li> <li>• Use the whole school Behaviour Policy is setting high standards and expectations for students.</li> <li>• Contribute to the production of high quality resources and new schemes of work</li> <li>• Identify and differentiate for groups of learners within your teaching groups</li> <li>• Use ICT and others learning technology in the planning and delivery of lessons</li> <li>• Track and monitor progress through assessment and reporting within own teaching groups</li> <li>• Take part in the whole school programme of quality assurance</li> <li>• Work as a team member, supporting colleagues in sharing good practice</li> <li>• Undertake such duties as required according to duty rotas and daily cover.</li> <li>• Be willing to attend relevant courses/ conferences that will stimulate/enhance the success of English within the school community.</li> <li>• Uphold, promote and adhere to the school's child protection and safeguarding policies and procedures at all times</li> <li>• Follow the whole school Health and Safety policy promoting the safety and wellbeing of student at all times.</li> </ul>



<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Lead on high standards of classroom practice and develop an ethos within the subject area that every lesson counts</li> <li>• Support colleagues' lesson planning and preparation where necessary</li> <li>• Work with the Subject Leader and where applicable the SLT to improve the standard of Teaching and Learning within the subject area</li> <li>• Contribute positively to regular subject meetings</li> <li>• To support the positive ethos of the school by acting in accordance with its values.</li> <li>• To build a strong culture of positive and respected relationships, underpinned by restorative approaches.</li> <li>• Set a good example in terms of dress, punctuality, and attendance</li> <li>• Attend staff development days (pro rata basis for part time positions).</li> <li>• Support the school's Child Protection and Safeguarding strategies.</li> <li>• Be proactive in matters relating to health and safety.</li> <li>• Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• To foster links between home and school.</li> <li>• To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school.</li> </ul>
<b>Wider Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.</li> <li>• To share responsibility for student welfare</li> <li>• Comply and assist with the development of policies and procedures relating to area of responsibility as required.</li> <li>• Develop effective professional relationships with others</li> <li>• Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.</li> <li>• Have up to date KCSIE knowledge</li> </ul>

<b>Physical Conditions</b>	<ul style="list-style-type: none"> <li>• The post is based at Bradford Girls' Grammar School.</li> <li>• The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request.</li> <li>• This post is subject to an enhanced Disclose and Barring Service check.</li> <li>• The school operates a non-smoking policy.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.</li> </ul>
<p>Bradford Girls' Grammar 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.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.</p> <p>Dated: September 2025</p>	

## 6. Person Specification

ATTRIBUTES	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Excellent literacy skills</li> <li>• Work constructively as part of a team</li> <li>• Experience working with children of relevant age</li> <li>• Ability to communicate with different audiences in writing and orally</li> <li>• Use a range of data to set targets, monitor progress and identify underachievement</li> <li>• Effective use of formative assessment</li> <li>• Behaviour management to support a disciplined and positive culture</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach a second subject</li> </ul>
Knowledge/ Understanding	<ul style="list-style-type: none"> <li>• Up to date subject knowledge at the appropriate level</li> <li>• Ability to teach English at key stage 3 &amp; 4</li> <li>• Knowledge of strategies for raising attainment</li> <li>• Commitment to safeguarding</li> <li>• Have up to date KCSIE knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Ofsted Framework and experience of preparation for the inspection process</li> </ul>
Qualifications/Training	<ul style="list-style-type: none"> <li>• Degree level qualification in English or a relevant subject</li> <li>• PGCE with QTS or equivalent teaching qualification</li> <li>• Successful teaching experience or teaching practice at Secondary Level</li> </ul>	
Behavioural and other related characteristics	<ul style="list-style-type: none"> <li>• Enthusiasm, determination and high standards</li> <li>• Belief in the value of others</li> <li>• Prepared to respect sensitive and confidential work</li> <li>• Commitment to own personal development and learning.</li> </ul>	

## **7. Enhanced Disclosure**

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

## 8. School Location and Travel Information

Bradford Girls' Grammar School

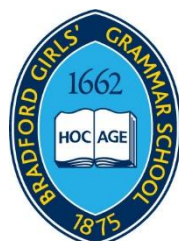
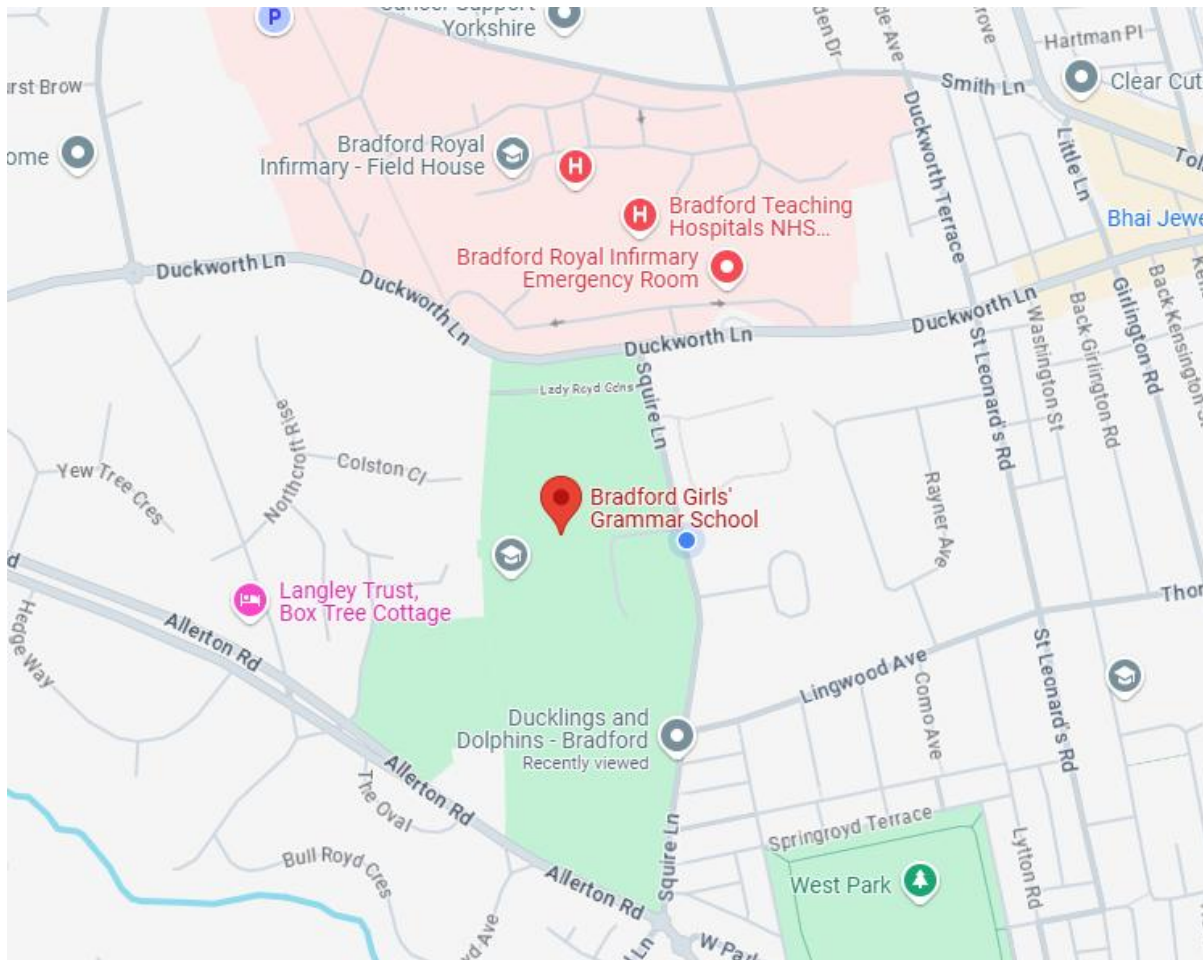
Squire Lane

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