



THE BILLERICAY SCHOOL

A Compass Education Trust School

Job Title	Associate Assistant Headteacher – Head of English and Communications Faculty
Grade/Salary	Leadership Points 7-11 (£61,582 - £67,796)
Date Required	1 September 2026
Closing Date	Wednesday 6 May, 12:00pm <i>Based on the quality and quantity of application received TBS reserves the right to close this vacancy sooner than the specified date.</i>
Interview Date	14 or 15 May 2026
Reporting To	SLT Line Manager

We are seeking an enthusiastic and ambitious practitioner to lead our highly successful English and Communications Faculty. We welcome applications from colleagues currently in middle or senior leadership roles, including high-performing and aspirational English Key Stage Coordinators who are ready to take the next step in their leadership journey. This is an exciting opportunity for a forward-thinking colleague to drive continued excellence, innovation and growth within a faculty with a strong track record of success.

With over 90 students studying English or Film at Post-16, the faculty plays a central role in the academic life of the school and aspirations of our school community. We are looking for a leader with a deep appreciation for English Language and Literature, who can inspire students and staff alike, further develop an already strong specialist team, and build on our established success at both KS4 and KS5.

The successful candidate will combine strategic vision with a genuine passion for classroom practice. They will be equally committed to supporting our Year 7 nurture students as they are to stretching and championing our Year 13 Oxbridge applicants. We want a leader who believes that excellence and inclusion go hand in hand, and who can ensure outstanding provision across the full ability range.

Principal Responsibilities

Strategic Direction and Development:

- To provide professional leadership to subject teachers of English and Film for KS3, KS4 and KS5
- To develop innovative teaching and learning in the English department
- Be a member of the Extended Senior Leadership Team and participate fully in developing and communicating a clear and strategic vision of the development of the school
- Motivate and empower others to carry this vision forward
- Model the values and ethos of The Billericay School
- Support the Headteacher, Deputy and Assistant Headteachers in leading and managing the school effectively and in the review, implementation, development and monitoring of whole school policies that promote the school's values, aims and objectives.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in school self-evaluation and in the preparation, implementation and monitoring of the school's improvement plan
- Attend ESLT meetings when required
- Plan, organise and chair meetings as appropriate
- Attend meetings of the Governing body as required



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Line Management Responsibilities:

- Direct Line Management of Key Stage Leaders in English
- Direct Line Management of Head of Film
- Contribute to the raising of standards of attainment across the school, but specifically in the subject areas line managed
- Accountable for student progress in English and Film
- Ensure appropriate monitoring of teaching and learning in the subject areas line managed, developing the quality in accordance with the school policies and procedures
- Implement school policies on behaviour and welfare
- To adhere to and help to implement school quality assurance procedures
- Be accountable for staff deployment and training in the areas line managed

Specific Responsibilities:

- Accountable for appropriate use of the capitation budgets assigned to each subject area line managed
- Supervise the use of the classrooms assigned to English, including adherence to the relevant health and safety regulations
- Teacher of English at KS3, KS4 and KS5
- Manage the work of the technical and administrative staff assigned to the subject areas line managed
- Coordinate and deliver intervention to key groups of students
- Attend all Parents' Evenings, providing both support for teaching staff and a point of contact for parents seeking advice and guidance
- Attend Success Evenings as the AAHT for English and Communications (not more than twice per year)
- Attend key public events (school concerts and productions, Award Evenings, Open Evenings) as required, supporting SLT in the promotion of a positive school image to parents and the community

General Duties:

- To communicate effectively with colleagues/bodies outside of school and parents relative to the ESLT role
- Complete one ESLT lunchtime duty per week; providing senior staff oversight of an agreed area of the school
- Contribute to the delivery of assemblies (not more than twice a year)
- Contribute to SLT Detention Rota as required
- Contribute to the SLT Bus Duty Rota as required
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed
- To contribute to PSHE education according to school procedures

Teaching

- To fulfil all the requirements and duties set out in the current Pay and Conditions Document relating to the conditions of employment for teachers, as well as the relevant standards for teachers
- To be an outstanding practitioner of English

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



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About the School

The Billericay School is a large, diverse and ambitious secondary school at the heart of the Billericay community. With a strong reputation for academic outcomes, pastoral care, and a breadth of curriculum, the school is well positioned for the next phase of its journey. Joining the Harris Federation will enhance the school's capacity and unlock further opportunities for innovation, professional growth and educational excellence.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. All offers of employment are subject to enhanced Disclosure and Barring Service (DBS) check, references, and where applicable a prohibition from teaching check will be completed.

Additional Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and Essex, and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris. Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

How to apply

When applying for this position, please use My New Term, details can be found on our school website under 'Working with us': [How to apply](#)

If you have any questions, please do not hesitate to contact Miss M Sturley, at msturley@billericayschool.com

We look forward to hearing from you.

Person Specification		
Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Supportive references Well-structured supporting letter 	
Qualifications	<ul style="list-style-type: none"> QTS Degree in English or related field 	<ul style="list-style-type: none"> Further professional qualifications (SLE and/or NPQ)
Experience	<ul style="list-style-type: none"> Minimum of 4 years teaching in secondary education Experience of leadership at middle management level including demonstrable impact on progress and outcomes 	<ul style="list-style-type: none"> Teaching experience in all 3 Key Stages Experience of successful leadership and management of change at middle leadership level Involvement with school and community links Experience of administrative procedures
Professional Development	<ul style="list-style-type: none"> Undertaken Personal Professional Development activities covering teaching & learning, assessment, curriculum and management within the last two years 	<ul style="list-style-type: none"> Evidence of active interest in staff development Experience of planning and managing staff development
Skills	<ul style="list-style-type: none"> Ability to communicate effectively in a variety of situations Proven leadership skills A proven record in middle management leadership, promoting development, planning, delivery monitoring and evaluation Outstanding practitioner in teaching English 	<ul style="list-style-type: none"> Ability in administration, budget and personnel management Can offer a range of teaching Excellent subject knowledge of English curriculum across KS3, 4 and 5. Track record of improving the quality of English teaching through effective coaching and mentoring.
Special Knowledge	<ul style="list-style-type: none"> A clear vision and understanding of the needs of secondary students A clear vision of the impact that good assessment practice can have on the academic progress of students 	<ul style="list-style-type: none"> Use of ICT in supporting all aspects of school and professional life Familiarity with assessment/data packages (i.e. Arbor, 4 Matrix, SISRA, ALPS)
Personal Attributes	<ul style="list-style-type: none"> Ability to demonstrate enthusiasm and sensitivity whilst working with others Ability to initiate and manage change with successful outcomes Caring attitude towards students and parents Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community 	<ul style="list-style-type: none"> Flexibility and adaptability in order to be able to mix and work with a wide range of people Interests beyond teaching/school Ambition to progress further in due course

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job holder will ensure that school policies are reflected in all aspect of his/her work, in particular those relating to 1. Equal Opportunities 2. Health & Safety 3. General Data Protection Regulations (2018) and Data Protection Act (2018) 4. Safeguarding Children