



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Head of Department (English)

Burnley High School





A message from the Headteacher

Thank you for expressing an interest in the position of Head of Department (English) at Burnley High School. This is a special opportunity for an outstanding, ambitious and dynamic teacher to join a Good school at an exciting stage of its journey.

Burnley High School is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a smaller than average secondary school, part of Education Partnership Trust (EPT), serving the community of West Burnley and Padiham. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In May 2017, the school was judged as 'Good' in all areas by Ofsted. A copy of the report can be downloaded from the School's website. Inspectors found our school to have a "polite, well-mannered students who are incredibly proud of their school", "relationships between teachers and pupils are positive and based on genuine respect and care" and that our "pupils have good attitudes to learning and are keen to succeed".

At Burnley High School, everyone is committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

Every student at Burnley High School is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Burnley High School – our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.



Burnley High School is a successful 11 – 16 high school and over the past five years has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes in 2019 demonstrated good progress with a positive Progress 8 score.
- Established as the 'school of choice' in the local area, and oversubscribed in every year group.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact hello@burnleyhigh.com



E. Starkey
Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advert

Head of Department (English)

Hours:	Full Time
Weeks Worked:	Term Time
Start Date:	1st September 2024
Salary:	MPS/UPS plus TLR2C (£7,847)

Burnley High School wishes to appoint a hardworking, enthusiastic and committed English Teacher who will also take on the responsibility of Head of English for the school.

You will either already be a middle leader or a teacher with an ambition to move into leadership. The successful candidate will be a highly determined, outstanding classroom practitioner who has the potential to offer positive leadership and management of the team and ensuring accountability for student progress.

If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

The role will include:

- Review, design and implement an ambitious and well sequenced, knowledge rich curriculum that meets the needs of all students;
- Ensure that teachers have strong knowledge of English and the teaching of the subject
- Ensure that teaching is developed to help students to remember the long-term content they have been taught and to integrate knowledge into larger ideas.
- Develop an effective assessment framework that supports students to embed and use knowledge fluently and to inform teaching;
- Ensure that pupils develop detailed knowledge and skills across the curriculum, and as a result all students achieve well.

What are the job requirements?

- Qualified Teacher Status
- Qualified to at least degree level in English/or adequate post degree conversion course
- Proven record or evidence from teaching practice of potential to help students reach high standards of learning and achievement
- Consistently good/outstanding teacher as measured by student outcomes
- Knowledge and understanding of strategies to improve Teaching and Learning
- Excellent interpersonal & presentation skills across the spectrum of stake holders



- Excellent organisational skills with the ability to work under pressure and re-prioritise workload when needed
- A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to Teachers' pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Head of Department (English)

Reports to: Deputy Headteacher
Grade: Main/Upper Pay Scale plus TLR2C

Job Purpose

- Review, design and implement an ambitious and well sequenced, knowledge rich curriculum that meets the needs of all students;
- Ensure that teachers have strong knowledge of English and the teaching of the subject
- Ensure that teaching is developed to help students to remember the long-term content they have been taught and to integrate knowledge into larger ideas.
- Develop an effective assessment framework that supports students to embed and use knowledge fluently and to inform teaching;
- Ensure that pupils develop detailed knowledge and skills across the curriculum, and as a result all students achieve well.

Areas of Responsibility Operational/Strategic Planning

- To develop appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in English.
- To create English department's development plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare curriculum documentation and lessons.
- To contribute to wider school activities.

ROLE OF SECONDARY SUBJECT TEACHER

Staff Development

- To take part in our staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the performance management review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement the school's quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.



Management of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for management information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, subject area and the pupils.

Pastoral System

- To be a form tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the form tutor group as a whole.
- To liaise with the Subject Leader to ensure the implementation of the school's behaviour policy.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and enterprise according to Burnley High's policy
- To apply the behaviour management systems so that effective learning can take place.

Teaching

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials.



- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's behaviour policy and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, the subject area and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Body (STPCB) not previously mentioned
- To play a full part in the life of the school's community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example.
- To actively promote the school's policies.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the school's dress code.

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.



Person Specification

Head of Department (English)

Reports to: Deputy Headteacher

Grade: Main/Upper Pay Scale plus TLR2C

No	Categories	Essential / Desirable
Qualifications and Training		
1	Qualified Teaching Status	E
2	Good Honours Degree and Specialism	E
Knowledge and Understanding		
1	Recent and relevant CPD activities	E
2	Consistently good/outstanding teacher as measured by student outcomes	E
3	Knowledge and understanding of strategies to improve Teaching and Learning	E
4	Knowledge and understanding of strategies to safeguard students and staff	E
5	Excellent interpersonal & presentation skills across the spectrum of stake holders	E
6	Can demonstrate understanding of how effective self-evaluation and strategic improvement planning can increase effectiveness and raise student achievement	E
7	Ability to delegate effectively and manage the performance of others	D
8	Excellent influencing skills and the ability to engage others in new ideas. Understand aims and vision of the school and is able to inspire, challenge and motivate others	E
9	Excellent ICT skills for teaching and leadership including management and data handling	E
Experience		
1	Shows commitments to own and other's professional and self-development	E
2	Experience of coaching/mentoring/supporting colleagues which has led to improvement in performance	E
3	Experience of performance management	D
4	Track record in leading and managing staff including contribution towards building a successful team	D
5.	Relevant experience and impact at lower middle leadership	D
PERSONAL QUALITIES & ATTRIBUTES		
1	Excellent interpersonal and listening skills and a high degree of emotional intelligence	E
2	The ability to develop positive relationships with all young people	E
3	Well-developed planning and organising skills including time management and prioritisation	E
4	Flexible approach to changing work tasks	E



5	Ability to promote and develop positive relationships within and beyond the school	E
Safeguarding		
1	Has knowledge and understanding of safeguarding and child protection	E

Whilst every effort has been made to explain the main duties and responsibilities for this post, each individual task undertaken may not be identified.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through the EPT and Burnley High School Performance Management Policy. The Governors and Head Teachers of EPT are committed to safeguarding and promoting the welfare of all children and young people and ensuring that safer recruitment procedures are in place.

We promote diversity and want a workforce which reflects the population of Burnley and the North West.

Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability. This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school



Contact

Burnley High School
Byron Street, Burnley. Lancashire. BB12 6NX

01282 681950
hello@burnleyhigh.com
www.burnleyhigh.com

Twitter @Burnley_High