



**Eckington School**

# Head of English Faculty

Applicant Pack



Outstanding Achievement for All

## Contents

|                                                                                                                           |    |
|---------------------------------------------------------------------------------------------------------------------------|----|
| The vacancy.....                                                                                                          | 3  |
| Post advert .....                                                                                                         | 3  |
| Role summary .....                                                                                                        | 3  |
| Job description.....                                                                                                      | 5  |
| Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum..... | 5  |
| Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.....           | 5  |
| Leading, developing and enhancing the teaching practice of other staff.....                                               | 6  |
| Specific duties relating to this post .....                                                                               | 6  |
| Support for the trust/school .....                                                                                        | 6  |
| Changes to these duties.....                                                                                              | 7  |
| Person Specification .....                                                                                                | 8  |
| Job Title: Head of English Faculty.....                                                                                   | 8  |
| Qualifications .....                                                                                                      | 8  |
| Experience.....                                                                                                           | 8  |
| Professional knowledge and understanding .....                                                                            | 8  |
| Professional skills .....                                                                                                 | 9  |
| Eckington School & Sixth Form .....                                                                                       | 10 |
| Chorus Education Trust .....                                                                                              | 11 |
| To apply .....                                                                                                            | 12 |



## The vacancy

### Post advert

|                                   |                                                           |
|-----------------------------------|-----------------------------------------------------------|
| <b>Deadline for applications:</b> | 11.59pm on Sunday 2 <sup>nd</sup> February 2025 @ 11.59pm |
| <b>Interviews to be held:</b>     | Week beginning 10 <sup>th</sup> February 2025             |
| <b>To start:</b>                  | September 2025                                            |

Eckington School is seeking an outstanding middle leader who will be strategically responsible for the standards of English. This role would suit an established middle leader seeking a new challenge or an experienced TLR postholder ready for the next stage in their career. Candidates should have a strong record of excellent teaching and be able to demonstrate middle-leadership TLR impact.

The successful candidate will lead a team of English specialists determined to ensure all of Eckington students maximise their full potential.

Other benefits of joining Chorus Education Trust include:

- CPD support from one of the largest Teaching Schools, the South Yorkshire Teaching Hub and the **Sheffield Teacher Training Alliance**, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.
- Members of our schools' middle leadership teams will have the opportunity to work with their equivalent colleagues within the Trust.

**There will be no need to go elsewhere – your career will flourish with us.**

### Role summary

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post title:</b>      | Head of English Faculty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Grade:</b>           | TLR 1b (£12,038)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Payscale:</b>        | M1 to UPS3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsible to:</b>  | Senior Leadership Team (ultimately the Headteacher)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Responsible for:</b> | All teaching and support-based staff within the faculty area as agreed with the Headteacher and to assume overall responsibility for the faculty.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose of post:</b> | In addition to the requirements of a class teacher, the post holder will: <ul style="list-style-type: none"><li>• Lead the faculty effectively to ensure 'Outstanding Achievement for All' and the highest standards of personal development and wellbeing are achieved.</li><li>• To analyse and be accountable for student progress/results of the faculty area and to support, hold accountable, develop and lead the curriculum team.</li><li>• Be a role model of professionalism and good practice.</li></ul> |



- Develop and enhance the teaching practice of others to ensure the faculty consistently provides excellent levels quality first teaching.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty area.
- Lead, manage and deploy teaching/support staff, financial and physical resources within the faculty area.

Ensure the consistent application of Chorus Education Trust Policies and Procedures by all staff in the curriculum team.

**Version revised:**

September 2024

**Contract:**

Permanent



## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The job description should be read alongside the range of professional duties of teachers as set out in the Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Department for Education.

The specific duties and responsibilities include but are not limited to:

### **Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum**

- To provide strategic leadership for the development and management of the faculty throughout the school.
- To lead, monitor and evaluate high quality teaching assessment, marking and feedback across the faculty area.
- To lead, monitor and evaluate the 'Climate for Learning' within the faculty area, focusing on consistency of application by all staff, of Eckington School's behaviour policy and The Eckington Way.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- To develop and monitor schemes of work and ensure successful implementation which meets curriculum requirements.
- To have an overview of, and contribute to, the planning and delivery of continuous professional development and training.
- To develop strategies for the use of other staff to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.
- To monitor and evaluate pupil progress.

### **Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To identify clear, appropriate targets for attainment and/or achievement.
- To monitor and evaluate pupil progress and achievement against targets.
- To lead evaluation strategies to contribute to overall school self-evaluation.
- To undertake lesson observations and provide constructive feedback and support as appropriate.
- To implement school quality procedures and to ensure adherence across the school.

## Leading, developing and enhancing the teaching practice of other staff

- To ensure the establishment of common standards of practice and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers.
- To ensure all staff in school are familiar with the aims and objectives of the English Faculty.

## Specific duties relating to this post

Head of English Faculty

This will include:

- Developing teaching and learning in the English Faculty to further improve the experience and outcomes for all children and young people.
- Continuing to develop the curriculum to meet the ongoing needs of the children and young people.
- Develop the English Faculty team through professional development in English Faculty/Whole School priorities.
- Plan the support/intervention for those children and young people that need intervention outside of the English Faculty classroom.
- Other duties that will be needed in time to enhance the English Faculty provision within Chorus Education Trust.
- Act as a line manager and support the team of employees you supervise by leading on all HR processes in line with policies and procedures (supported by HR and SLT) eg: leave of absence, sickness absence, probation and induction, appraisals etc.
- Plan, monitor and manage the relevant academic year faculty budget (if applicable to role) that is allocated to the team/faculty, following finance processes to order and approve faculty requests.
- Manage faculty equipment and resources, leading by example for your team to care for their equipment and environment, logging building or IT faults on the appropriate “helpdesks”.

## Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Head of English Faculty

| <b>REQUIREMENTS</b>                                                                         | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b><br>A = application<br>I = interview<br>R = reference |
|---------------------------------------------------------------------------------------------|------------------|------------------|-------------------------------------------------------------------------------|
| <b>Qualifications</b>                                                                       |                  |                  |                                                                               |
| A relevant degree together with English PGCE or equivalent teaching qualification           | ✓                |                  | <b>A</b>                                                                      |
| Evidence of commitment to CPD to support areas of the job role                              | ✓                |                  | <b>A / I / R</b>                                                              |
| Detailed knowledge and understanding of the current issues in English education.            | ✓                |                  | <b>A / I</b>                                                                  |
| <b>Experience</b>                                                                           |                  |                  |                                                                               |
| Proven track record of excellent teaching in English                                        | ✓                |                  | <b>A / I / R</b>                                                              |
| Demonstrable evidence of raising and sustaining attainment through successful leadership    |                  | ✓                | <b>A / I / R</b>                                                              |
| Use of student performance data to inform classroom teaching                                | ✓                |                  | <b>A / I</b>                                                                  |
| Record of success in effective and efficient team management                                |                  | ✓                | <b>A / I / R</b>                                                              |
| Experience of managing resources effectively                                                | ✓                |                  | <b>A / I / R</b>                                                              |
| <b>Professional knowledge and understanding</b>                                             |                  |                  |                                                                               |
| An enthusiasm for innovation and developing teaching and learning                           | ✓                |                  | <b>A / I / R</b>                                                              |
| An excellent understanding of engagement and how to motivate students                       | ✓                |                  | <b>A / I / R</b>                                                              |
| A sound understanding of modern pedagogy methods within the field of teaching English       | ✓                |                  | <b>A / I / R</b>                                                              |
| The ability to teach your subject specialism to a high standard, including Key Stage 4 & 5. | ✓                |                  | <b>A / I</b>                                                                  |





| <b>Professional skills</b>                                                                               |   |  |                  |
|----------------------------------------------------------------------------------------------------------|---|--|------------------|
| A high commitment to learning and achievement                                                            | ✓ |  | <b>A / I / R</b> |
| Ability and confidence to coach and mentor staff and tackle underperformance                             | ✓ |  | <b>A / I / R</b> |
| Excellent interpersonal, planning and organisational skills                                              | ✓ |  | <b>A / I / R</b> |
| The ability to collaborate with other staff                                                              | ✓ |  | <b>A / I / R</b> |
| Commitment to safeguarding and promoting the safety and welfare of young people.                         | ✓ |  | <b>A / I / R</b> |
| Ability to inspire confidence in and establish excellent relationships with pupils, teacher and parents. | ✓ |  | <b>A / I / R</b> |



## Eckington School & Sixth Form

Eckington School is an 11-18 comprehensive secondary school in north-east Derbyshire with more than 1200 students on roll, including the school's Sixth Form.

Eckington School joined Chorus Education Trust in April 2023, at which point we also welcomed a new headteacher, whose proven track record in developing a positive ethos under strong leadership is enabling the school on its journey of improvement. Further appointments to the senior leadership team have created a school with ambition to deliver on the Chorus Trust ethos of outstanding achievement for all.

The school itself is situated on the outskirts of Eckington on the Derbyshire/Sheffield border, overlooking open countryside. The campus is arranged around a shrub-filled courtyard that enables easy access to outside spaces for all.



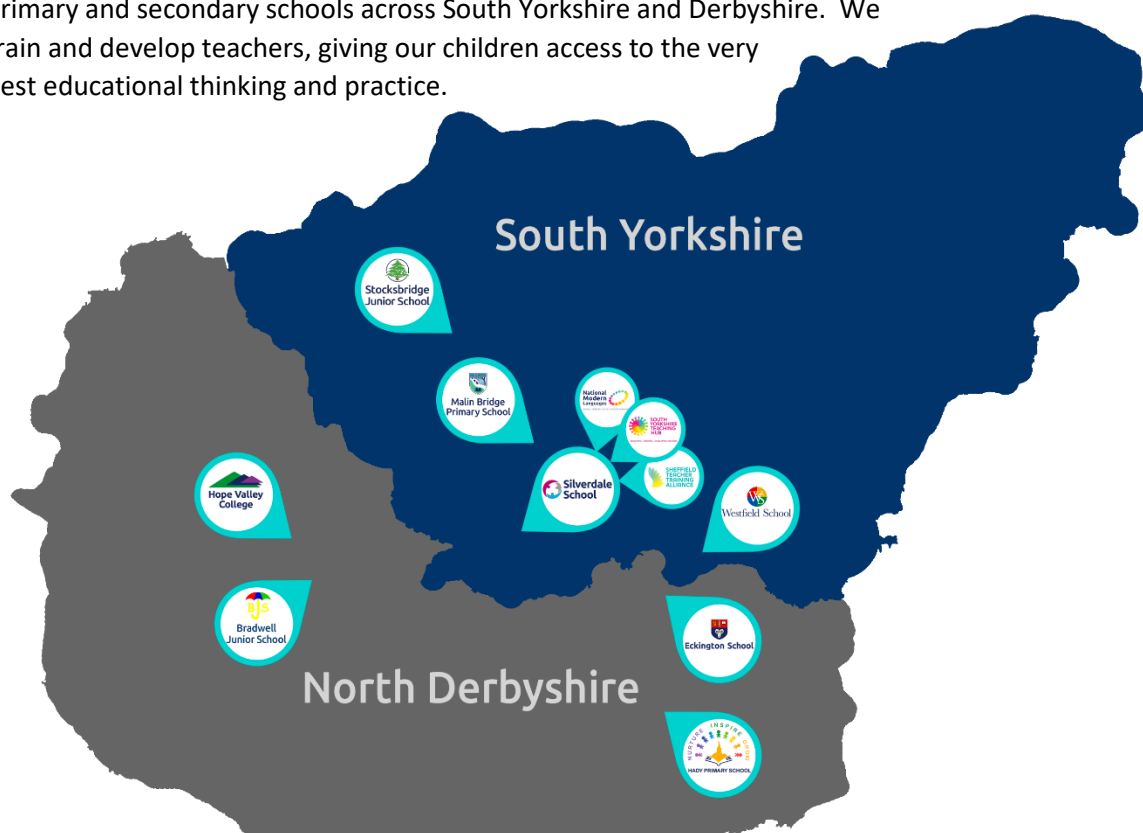
In addition to trust-wide benefits for all staff, those at Eckington School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: [www.eckington.chorustrust.org](http://www.eckington.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

**Career progression** opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Sharon Foster (HR Administrator) at: [sfoster@chorustrust.org](mailto:sfoster@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on Sunday 2<sup>nd</sup> February 2025 @ 11.59pm
- Interviews to be held: week beginning 10<sup>th</sup> February 2025.

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.