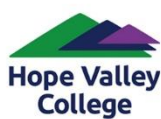




Westfield School

Second in English

Applicant Pack



Outstanding Achievement for All

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The Vacancy

Post advert

Deadline for applications: Thursday 6th March 2025.

To start: September 2025

Are you the practitioner we are looking for?

- *Are you an outstanding teacher of English ready to take the next step in your career?*
- ***Are you already an experienced leader looking to widen your impact?***
- *Are you looking for the chance to make a long-lasting difference?*
- ***Do you want to join a collegiate and supportive team of subject specialists?***
- *Do you want to work as part of a successful Trust that cherishes both aspiration and inclusion?*

The role

Due to expanding numbers, Westfield School is seeking to appoint an additional professional with TLR responsibility who has the passion, knowledge and skills to help lead the Westfield English faculty on its continuing journey of improvement. The English department has an effective and aspirational curriculum, which is continually being developed. A clearly considered assessment system is embedded at both KS3 and KS4, enabling the tracking of student progress, aiding responsive teaching and supporting staff wellbeing. We are fortunate to have a suite of English classrooms equipped with interactive whiteboards and state of the art visualisers; at the end of the English corridor is a modern library which houses fortnightly KS3 lessons delivered by English teachers alongside the Library and Reading Coordinator. The English team consists of 13 members of staff ranging from Deputy Head to ECT, and is led by an experienced, research-focused Head of English and supported by one existing second in English. This post will add to this leadership capacity. Both the Head of English and Director of English across Chorus Trust will work with the successful candidate to develop their leadership knowledge and experience, helping them shape the vision of Westfield English. The successful applicant will also play a vital role in ensuring continued increase of outcomes for all students, building on the upward trends of both Language and Literature of the last few years.

The successful candidate will be responsible for either English at KS3 or KS4 - this is open for negotiation.

The successful candidate will be:

- an excellent teacher with innovative practice to share
- resilient and unwavering in their commitment to enabling every student to develop their potential
- an effective team player, with vision, enthusiasm, and drive to guide the curriculum

Role summary

| | |
|-------------------------------------|--|
| Post title: | Second in English |
| Group: | M1 – UPS3 |
| Salary point range: | M1 – M6 & UPS1 – UPS3 TLR 2B |
| Reporting to: | Head of Department, Senior Leadership Team & Head of School |
| Line manager: | Head of Faculty |
| Post holder will work with: | All teaching and support staff within the school and across the trust. |
| Holiday and sickness relief: | By and for other teaching colleagues. |
| Purpose of post: | <p>In addition to the requirements of a class teacher, the postholder will:</p> <ul style="list-style-type: none">a) Lead the nominated area effectively to ensure ‘Outstanding Achievement for All’ and the highest standards of personal development and well being are achieved.b) To analyse and be accountable for student progress/results of the subject/curriculum area and to support, hold accountable, develop and lead the curriculum team.c) Be a role model of professionalism and good practiced) Develop and enhance the teaching practice of otherse) Ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for students studying in the subject areaf) Under the direction of the Faculty Leader, lead, manage and deploy teaching/support staff, financial and physical resources within the subject areag) Ensure the consistent application of Westfield Policies and Procedures by all staff in the curriculum team. |
| Version revised: | April 2020 |
| Contract: | 100% FTE – Permanent |

Job Description

The post holder must at all times carry out his/her 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 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 (DfE).

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

Leadership and Management

Under the direction of the Faculty Leader:

- Provide strategic leadership for the development and management of English throughout the school.
- Lead, monitor and evaluate high quality teaching assessment, marking and feedback across the Subject area
- Lead, monitor and evaluate the 'Climate for Learning' within the subject area, focusing on consistency of application by all staff of Westfield Rewards and Behaviour Policy and Procedures.
- Identify areas for development and improvement linked to the Westfield School Improvement Plan (SIP) and national and local initiatives
- Systematically develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Subject
- Oversee day-to-day management, control and operation of course provision within the subject, including effective deployment of staff and physical resources
- Rigorously and robustly monitor and follow up student progress with appropriate intervention strategies.
- Use data to inform the strategic deployment of teachers in partnership with the Headteacher/Deputy Headteacher and to monitor and evaluate standards within both an academy and national context
- To consistently implement all Westfield Policies and Procedures and ensure that Safeguarding, Health and Safety, Security, Confidentiality, Data Protection and ICT Acceptable Use policies and practices meet requirements.
- To work with colleagues to formulate aims, objectives and strategic plans for the English which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of Westfield School
- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SIP.
- Ensure that staff development/CPD needs are identified and that appropriate programmes are designed to meet such needs
- Undertake robust Appraisal Review(s) and to act as reviewer for staff within the Subject
- Ensure appropriate arrangements are in place for classes when staff are absent

- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Westfield Academy procedures
- Promote teamwork and to motivate staff to ensure effective working relations
- Participate in the School's NQT and ITT programmes, as well as contribute to the Sheffield Teaching School Alliance where appropriate.
- Be responsible for the efficient day-to-day management of staff within the Subject and act as a positive role model
- Be responsible for the disciplinary, capability and recruitment processes within the Subject team.
- Ensure that all members of the English team are familiar with department aims and objectives within the framework of the SIP.
- Disseminate information from meetings from Middle Leader and Line Management meetings
- Ensure effective and timely communication/consultation from your team as appropriate with the parents/carers of students, especially in relation to underachievement and unacceptable behaviour.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- Manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Subject budget.
- Raise the profile of the English across the school.

Teaching & Learning

- Teach consistently good or better lessons
- Be accountable for the development and delivery of the KS3 English curriculum
- Ensure that the key priorities of the department are delivered to a high standard
- Ensure that high quality, appropriate schemes of learning and assessment strategies are in place for all year groups and being followed by Subject colleagues
- Keep up to date with and respond to national developments in the subject area and teaching practice and methodology
- Establish common high standards of practice within English and develop the effectiveness of teaching and learning styles
- Contribute to Westfield School's procedure for lesson observation and monitoring
- Ensure that the subject quality procedures meet the requirement of Self Evaluation and the School Improvement Plan
- Ensure that appropriate homework is detailed in schemes of learning and is regularly set and marked in line with the Westfield Homework and marking and Feedback policies.

Achievement & Progress

Under the direction of the Faculty Leader:

- Ensure the establishment of common standards of practice across the subject and develop the effectiveness of teaching and learning styles

- Establish and monitor the robust process of setting of targets within English and to work towards their achievement
- Monitor and evaluate student progress and achievement against targets
- Lead evaluation strategies to contribute to overall school self-evaluation
- To contribute to the school procedures requirements on lesson observations
- Implement school quality assurance procedures in the department and to ensure adherence across all staff within the department.
- Produce an annual examinations analysis and English review
- Ensure the maintenance of accurate and up-to-date information concerning student progress within English on the management information system
- Analyse and evaluate, with the Subject, performance data provided and take swift and appropriate action in response to under achievement.

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: Second in English

| REQUIREMENTS | Essential | Desirable | Assessment method A = application I = interview R = reference |
|--|-----------|-----------|--|
| Qualifications | | | |
| A relevant degree together with Englis PGCE or equivalent teaching qualification. | ✓ | | A |
| Evidence of commitment to CPD to support areas of the job role. | ✓ | | A/I/R |
| Detailed knowledge and understanding of the current issues in English education. | ✓ | | A/I |
| Experience | | | |
| Relevant experience and a proven track record of excellent teaching at KS3 and 4. | ✓ | | A/I/R |
| Contribution to the development of English beyond the classroom. | ✓ | | A/I/R |
| Knowledge and understanding regarding safeguarding, child protection and Prevent. | ✓ | | A/I/R |
| Use of student performance data to inform classroom teaching. | ✓ | | A/I |
| Professional knowledge and understanding | | | |
| An excellent understanding of engagement and how to motivate students. | ✓ | | A/I |
| A sound understanding of modern pedagogy methods within the field of teaching English. | ✓ | | A/I |
| Sound knowledge of the curriculum as well as teaching and assessment methods | ✓ | | A/I |
| Professional skills | | | |
| A high commitment to learning and achievement. | ✓ | | A/I |
| A passion for education and making a difference. | ✓ | | A/I |

| | | | |
|---|---|--|--------------|
| Ability and confidence to coach and mentor staff and tackle underperformance. | ✓ | | A/I/R |
| Excellent interpersonal, planning and organisational skills. | ✓ | | A/I/R |
| The ability to collaborate with other staff. | ✓ | | A/I/R |
| Willingness to contribute to the wider life of the school. | ✓ | | A/I |
| Commitment to safeguarding and promoting the safety and welfare of young people. | ✓ | | A/I/R |
| Ability to inspire confidence in and establish excellent relationships with pupils, teachers and parents. | ✓ | | A/I/R |

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



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

Benefits include:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.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.



Access to 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.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Trish Hughes at: recruitment@westfield.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 06 March 2025
- Interviews to be held: week commencing 10 March 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.

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.