



APPLICATION PACK:

**Second i/c of English
Department**



Second i/c of The English Department

Salary: Salary commensurate with experience.

TLR2b: £3634pa

Start date: January 2018

The Cowplain School is seeking to appoint a skilled, ambitious and inspirational Assistant Head of English and Media who is looking to take the next step in their career. The successful candidate will work with the Director of English and Media to build on the work already undertaken in the department and maintain the upward trend in results that we have achieved in the last five years. It is vital that you have the skills to form effective relationships with students, parents and colleagues, have the passion, and drive to ensure our students receive the best possible learning opportunities. We are a highly skilled, confident and outward thinking department that has worked hard to shape and build our vision over this time and we now wish to find the right person to join our team and help us to continue this journey.

We are extremely ambitious for our 814 students and have a strong vision to ensure that the life-chances of every young person are enhanced by quality teaching, leading to excellent outcomes. Having secured a 'Good' OFSTED in April 2015 we are now looking for staff who can take us to 'Outstanding.'

We have placed Literacy and Numeracy at the heart of our curriculum and are committed to investing in those areas. Students receive up to four hours of English teaching per week and our new and innovative KS3 curriculum sees literacy embedded in all subjects that students undertake. At KS4, all students study for English Literature as well as English. Media Studies is a very popular option choice at KS4.

As a leader of English and Media at Cowplain we would invest in you to ensure that you develop the skills and expertise needed to ensure those you teach acquire literacy skills vital to their future. All classrooms in the English department are based together and have been refurbished and enhanced. All teachers teach in their own room, equipped with projector and screen, and all teachers receive their own laptop. We offer all members of staff a full induction programme and significant opportunities to develop their expertise. Colleagues at the school work together to support each other and we have an active wellbeing committee.

To request an application pack please email Mrs Amanda Simmons via amandas@cowplainschool.co.uk or access via our website www.cowplainschool.co.uk. If you wish to apply for this post you will need to return a fully completed The Cowplain School application form (not HCC form) to Mrs Amanda Simmons, PA to the Headteacher, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is midday on Monday 16th October 2017.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Join us on our journey to outstanding!

Thank you for your interest in the post of Second i/c of The English and Media Department at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

This is an exciting time to be joining the school; I took up the post of Headteacher on May 1st 2013 and am looking for an outstanding teacher of English and Media to join myself; a superb leadership team; the Director of English and Literacy; a committed staff and a knowledgeable governing body to take the school forward.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career; Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach or work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

Thirdly, we have an exciting challenge ahead of us to raise the standards of attainment and achievement in the school. Results have already improved dramatically but they need to improve further and I am looking for teachers who can raise standards in English and Media. I am extremely ambitious for the school and its students and require staff who share this ambition. I hope you are confident in your ability and, even if you are a recent NQT applying for his or her first leadership post, I need you to have the ambition to be an outstanding English and Media teacher and committed leader in an outstanding department.

You may not be there yet, but we need you to have the potential to be delivering outstanding provision very quickly! We are committed to helping you do this and will work with you all the way to develop your expertise.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply. If you are successful, I can offer you the chance to play a big part in the continued and future success of The Cowplain School; not just in teaching and leading English and Media within the school, but also through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information, arrange a visit or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Headteacher:

amandas@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Headteacher



Information for applicants

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English and Media Department Details

The English department at Cowplain is a diligent and hardworking team, consisting of a range of teachers whose experience, knowledge and skills all contribute to the positive and progressive atmosphere we encourage in our classes. We believe that instilling a love of Language and Literature is key to our success, and ensuring that every student leaves us with the attributes to go into the world with the social and literacy skills is complicit with this.

We operate in a suite of rooms close to the Library and ICT available facilities and students are given regular access to the Library and ICT to complement their regular lessons. In lower school we cover the National Curriculum programme of study and look at a wide range of texts and aspects of English whilst maintaining a focus on achieving and exceeding targets. All students in upper school sit AQA GCSE English Language and Literature over the course of the three years. In Lower school (Years 7 and 8) and in Upper school (GCSE, Years 9, 10 and 11) students receive up to four lessons of 60 minutes each week. We teach in ability groups in both Lower and Upper school which pay careful consideration to student's individual targets and needs to ensure they make good progress, whilst ensuring they both enjoy and immerse themselves in the subject and lessons. All members of the team develop and produce SOWs and resources, as well as taking on additional aspects of responsibility to contribute to the growth and profile of the department as a whole. Media Studies is offered as an option, with students starting the Media Studies GCSE course in Year 9.

The department's results have risen steadily over the past three years, against national trends, and we have very high expectations for future continued success. We have always adopted a collaborative and cross curricular approach to fulfil our commitments and continue to do so through the implementation of the new national curriculum and the promotion of a whole school Literacy policy. Applicants should be well qualified and enthusiastic teachers who will help to develop and further strengthen our large and successful department

We are looking for someone who is going to add to the skills of our team, particularly in the area of Media Studies. It will help if you are enthusiastic, well-motivated and flexible! If you have a good sense of humour and you enjoy helping children to achieve things that they didn't realise they could do, we would love to hear from you!

Richard Clark-Lyons
Director of English and Literacy

Second i/c of The English Department

The Second in Department is responsible to the Headteacher in all matters, and to the Director of English and Literacy in respect of curriculum and timetable matters.

The Second in Department is expected to assist the Director in all matters relating to the subject responsibilities in the job description, and to undertake the responsibilities outlined under additional specific responsibilities and general duties.

The Second in Department is expected to take specific responsibility for areas of the job description, as delegated by the Director, in addition to the requirements/responsibilities of a Teacher as outlined in the STPCD and shown further below.

SUBJECT RESPONSIBILITIES ARE LIKELY TO INCLUDE:

- a) Planning, implementing and reviewing the curriculum within the framework of the National Curriculum.
- b) Ensuring that all OFSTED inspection requirements are met, eg departmental policies and development plans.
- c) Ensuring that assessment is regular, thorough, and meets the school's assessment policy.
- d) Developing and training of staff in the department; participating in Performance Management; supervising newly qualified teachers as part of the process of induction.
- e) Holding regular departmental meetings with a learning focus within the directed time budget.
- f) Representing the department in all matters related to the curriculum.
- g) Liaising with other departments in the school.
- h) Ensuring departmental representation at all appropriate meetings
- i) Co-operating with the Assistant Headteacher in developing links with partner primary schools, colleges and local employers.
- j) Liaising with the Assistant Headteacher in all matters concerned with the timetable and curriculum.
- k) Planning future subject developments within the department.
- l) Keeping the department within its budget.
- m) Ensuring that the stock and equipment are well cared for and economically used.
- n) Supervising the work of departmental support staff.
- o) Ensuring the safety of students and staff.
- p) Ensuring that the departmental rooms present a stimulating environment.
- q) Organising GCSE and other examination entries.
- r) Organising teaching group arrangements within the department.
- s) Implementing the school's policies, eg Discipline, Homework, Rewards, etc.
- t) Undertake any professional duty reasonably assigned by the Headteacher

SPECIFIC RESPONSIBILITIES INCLUDE:

1. Set high expectations which inspire, motivate and challenge students

- a) establish a safe and stimulating environment for students, rooted in mutual respect
- b) set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- c) demonstrate consistently the positive attitudes, values and behaviour which are expected for students

2. Promote good progress and outcomes by students

- a) be accountable for students' attainment, progress and outcomes
- b) be aware of students' capabilities and their prior knowledge, and plan teaching to build on these
- c) guide students to reflect on the progress they have made and their emerging needs
- d) demonstrate knowledge and understanding of how students learn and how this impacts on teaching
- e) encourage students to take a responsible and conscientious attitude to their own work and study

3. Demonstrate good subject and curriculum knowledge

- a) have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
- b) demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- c) demonstrate an understanding of and take responsibility for promoting high standards of literacy, numeracy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

4. Plan and teach well-structured lessons

- a) impart knowledge and develop understanding through effective use of lesson time
- b) promote a love of learning and children's intellectual curiosity
- c) set homework and plan other out-of-class activities to consolidate and extend knowledge and understanding students have acquired
- d) reflect systematically on the effectiveness of lessons and approaches to teaching
- e) contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

5. Adapt teaching to respond to the strengths and needs of all students

- a) know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- b) have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- c) demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- d) have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use them and evaluate distinctive teaching approaches to engage and support them

6. Make accurate and productive use of assessment

- a) know and understand how to assess the relevant subject and curriculum areas, including statutory requirements
- b) make use of formative and summative assessment to secure students' progress
- c) use relevant data to monitor progress, set targets, and plan subsequent lessons
- d) give students regular feedback, both orally and through accurate marking and encourage students to respond to feedback

7. Manage behaviour effectively to ensure a good and safe learning environment

- a) have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the college, in accordance with the college's behaviour policy
- b) have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- c) manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- d) maintain good relationships with students, exercise appropriate authority, and act decisively when necessary

8. Fulfil wider professional responsibilities

- a) make a positive contribution to the wider life and ethos of the college
- b) develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- c) deploy support staff effectively
- d) take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- e) communicate effectively with parents with regard to students' achievements and well being

9. Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- a) treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- b) having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- c) showing tolerance of and respect for the rights of others
- d) not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- e) ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

10. Contribute to the leadership of the English department under the direction of the Director of English and Literacy; exact leadership roles and responsibilities to be discussed with the successful candidate but likely to include the leadership of Media Studies.

11. Demonstrate proper and professional regard for ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality

12. Demonstrate an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

GENERAL RESPONSIBILITIES INCLUDE:

- a) Being a Tutor to an assigned Tutor Group and to carry out related duties in accordance with the general job description of Form Tutor.
- b) Carrying out a share of supervisory duties in accordance with published schedules.
- c) Participating in appropriate meetings with colleagues and parents relative to the above duties.