



Wade Deacon Trust

Interim CEO: Mr I Kirkham

Innovation Enterprise Centre, Birchfield Road,
Widnes, WA8 7TD

www.wadedeacontrust.com

Company No: 08278808



Assistant Subject Leader of English **Hillside High School, Breeze Hill, Bootle L20 9NU** **Principal: Mrs A Ryan**

TLR 2b

Permanent

To start: 1st September 2018

We seek to appoint an ambitious and enthusiastic Assistant Subject Leader of English to join a team of specialist English teachers who delight and revel in the word of literature and language. You must be forward thinking, innovative and with moral purpose to support the development of our pupils. We pride ourselves on our commitment to ensuring pupil progress and high quality teaching and learning provision for all. The successful applicant will have excellent subject knowledge and whilst working alongside an experienced Leader of English will share in our vision for excellence in English. You will be able to enthuse and motivate our pupils with your passion for the subject and creative teaching, presence and personality.

Hillside High School has a clear vision that our pupils should achieve their best. With an unwavering child-centred ethos, we put our pupils at the heart of every decision we make. You would be an integral part of a team dedicated to delivering excellence. This is an exciting opportunity to take your career to the next level.

We can offer the successful candidate an opportunity to work with highly trained and supportive staff, as well as a whole school commitment to professional development as we believe that development of staff is a key aspect in raising standards for our pupils. As a member of the Wade Deacon Trust, we can offer the successful candidate numerous exciting opportunities to further develop their career.

The successful applicant will have to meet the requirements of our Person Specification and be subject to an enhanced DBS (CRB) check.

Closing Date: Monday 21st May 2018, 9.00am

Interview Date: Wednesday 23rd May 2018



Job Description

Line Management:

The post holder will be accountable to the Leader of English for all initiatives related to this post.

Job Purpose:

To be responsible and accountable for all aspects of the progress, attainment, care, guidance and support of identified groups of pupils in English across all year groups, and the quality of learning and teaching in the classroom.

Job Accountabilities:

To fulfil the duties of a class teacher, the post holder is responsible for:

- the learning and teaching of every individual pupil in his/her care, across all year groups
- working collaboratively with subject colleagues to improve the quality of lesson planning and resources and making direct contributions to the Departmental Self-Evaluation Form (DSEF) as part of his/her professional development and the Professional Standards for Teachers
- the thorough preparation and planning of all lessons in line with a whole school framework designed to promote pupil learning
- making effective use of ICT to provide interactive learning opportunities for pupils
- using the whole school Assessment for Learning framework to monitor the progress of individual pupils and personalise the learning; this includes planning and delivering objective led lessons with clear, differentiated outcomes; the use of mini-plenaries and using the whole school marking policy
- using pupil progress and attainment data available to monitor and evaluate the progress and attainment of all pupil groups e.g. pupils in receipt of disadvantaged funds; ethnic minorities; SEND; girls; boys; high attainers
- monitoring and evaluating the progress of all pupils through data against their agreed Minimum Expected Grades (MEGs) and targets and using department agreed intervention strategies to help those pupils in need of additional support
- ensuring that all Teaching Assistants receive clear direction re: classroom intervention and that all planning and preparation is shared in advance of the lesson
- adopting the whole school behaviour for learning policy to enable all pupils and staff to work productively
- providing opportunities for pupils to work in a variety of learning styles
- following all agreed recording and reporting arrangements to parents according to school policies, calendar dates and deadlines
- maintaining an orderly, graffiti and litter free classroom and providing a safe, secure learning environment which inspires pupils to want to learn
- taking an active and positive role in all pastoral, PSHE, Citizenship & Enterprise and extra-curricular activities, including the leadership of and accountability for the personal and economic well-being, care, guidance and support of a specific group of pupils
- participating in arrangements for the appraisal of his/her performance and that of other teachers, where appropriate
- participating in arrangements for further training and professional development as a teacher, including undertaking training and professional development that aims to meet needs identified in appraisal objectives or in appraisal statements;
- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere



- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting, such examinations
- any other duty deemed by the Principal to be appropriate to this post

In addition to their normal classroom duties the specific expectations of the Assistant Subject Leader will be:

- to support the Subject Leader in his/her key role and undertake reasonable tasks requested
- to deputise for the Subject Leader as required
- to ensure high standards of learning and teaching, academic attainment, and progress for all pupils within the curriculum area
- to take a significant role in the development, delivery and the promotion of the curriculum
- working with the Subject Leader to induct NQTs in the department and support RQTs;
- professional mentoring of other teachers at all stages and phases in English
- sharing good practice through demonstration of outstanding lessons;
- helping teachers of all phases to develop their expertise in planning, preparation and assessment;
- helping other teachers of all phases to evaluate the impact of their teaching on pupils;
- helping teachers of all phases to improve their teaching practice including those on capability procedures
- to motivate and support his/her colleagues to improve their effectiveness, address their developmental needs and other issues arising out of the performance management process
- undertaking classroom observations to assist and support the performance management process;
- to be an excellent classroom practitioner with an established track record of sustained high quality teaching, whose pupils show consistent improvement in relation to prior and expected attainment
- to undertake and support staff training and professional development
- any other duty deemed by the Principal to be appropriate to this post

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities.



Person Specification

Selection Criteria	Demonstrated	Essential	Desirable
Committed to safeguarding the welfare of young people	A I	●	
Satisfactory enhanced DBS disclosure	post offer	●	
Satisfies and continues to satisfy the Teachers' standards	A I R	●	
Training, Experience and Qualifications			
Graduate with Qualified Teacher Status	A	●	
Experience of successful teaching as evidenced by adding value to pupil achievements	A I R	●	
Experience of successful teaching as evidenced by adding value to pupil achievement at KS4	A I R	●	
Evidence of appropriate professional development	A I R	●	
Knowledge and Skills			
Have a thorough working knowledge of the curriculum as it relates to this subject	A I R	●	
Knowledge of examination syllabus requirements in specialist subject(s) at KS4	A I R	●	
Understand how ICT can be used to enhance pupils' learning	A I R		●
Professional Skills and Abilities			
Demonstrate excellent classroom practice	A I R	●	
Relate to and motivate students	A I R	●	
Have commitment to raising standards and achievement of all students	A I R	●	
Possess good behaviour management strategies	A I R	●	
Personal and Professional Qualities			
Demonstrate effectiveness in: <ul style="list-style-type: none"> • verbal and written communication • interpersonal skills • use of ICT • resilience • integrity • confidentiality 	A I R	●	
Demonstrate effectiveness in: <ul style="list-style-type: none"> • time management • team working 	A I R		●

Key: A = Application I = Interview R = Reference

Once in post, Assistant Subject Leader English will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

In addition, the post holder should have the ability to:

- vocalise the school's vision and aspirations



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- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for Hillside High School in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

Hillside High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.



How to Apply

Application Forms

Any interested candidate should apply by completing the following;

1. Application Form.
2. Supplementary Information Form.
3. Letter of Application.
 - Your letter should be addressed to the Principal, Mrs Amanda Ryan.
 - It must be a maximum two sides of A4, using font size 11.
 - It should address the following points:
 - a. why you are interested in this post and how you have prepared yourself so far
 - b. what contributions you feel you can make to pupils' development within our school
 - c. any particular areas of strength and expertise you feel you may have

Please ensure you send us all three elements of your application as outlined above. We will be unable to process applications with missing elements. Blank forms can be downloaded from the Recruitment page on the school website; www.hillsidehigh.co.uk/recruitment

If you have any difficulty downloading the application form, please contact Miss V Convey at the school to request a hard copy by post. Our telephone number is 0151 525 2630.

References

On the application form you are asked to nominate two referees, one of whom must be your present employer. Close relatives are not accepted as referees, and two referees from the same school or organisation will not be accepted.

The process of calling for references is an important element of Safer Recruitment and therefore applications with nominated referees that do not meet the above rules will be rejected. Please take care to make sure your referees will be acceptable.

Application Deadline

Applications should arrive at Hillside High School by Monday 21st May 2018, 9.00am

Guidance continued overleaf.



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Submission

Please email your application to recruitment@hillsidehigh.co.uk with 'Assistant Subject Leader English' in the subject line.

If you are unable to email your application, you may post your application to the address below with the envelope clearly marked 'Assistant Subject Leader English'.

Human Resources
Hillside High School
Breeze Hill
Bootle
L20 9NU

Feedback

If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful. **As we receive a large number of applications for each post advertised, unfortunately we cannot provide feedback to individual candidates as to why they were not short-listed for interview.**

<https://wadedeacontrust.com/>