APPLICANT INFORMATION PACK
HEAD OF ENGLISH

CLOSING DATE: 05 MARCH 2020
INTERVIEW: 11 MARCH 2020
Dear Applicant,

I am delighted that you have expressed an interest in working at Pimlico Academy, part of the Future Academies Trust. Future Academies, an ambitious family of nine schools and teacher training centre; (SCITT) is one of the country’s leading academy trusts. It was established with the intention of improving the life chances of children through an education that is built on the importance of knowledge, teachers who are experts in their subject, and an unwavering focus on raising aspirations for all. Our family of schools has built a reputation of achieving the highest standards for all our pupils. We are an inclusive community where all children are welcomed and challenged to be the very best they can be.

Pimlico Academy is the trust’s flagship secondary school. It boasts a state-of-the-art building, exceptional facilities, dynamic staff and a pioneering curriculum at Key Stage 3 – a curriculum influencing how other schools teach. The basics – literacy, numeracy and positive conduct – underpin every lesson.

We are looking to appoint an exceptional leader who subscribes to our belief that with the right curriculum, support and excellent teaching, all pupils can succeed. Through your leadership you will inspire, develop our teacher so they can reach their full potential. You can be sure of real fulfilment and a sense of achievement if you join our Academy, we have outstanding professional development opportunities within Pimlico and across our family of schools.

Our staff are fundamental to the success of the Academy. We are proud of the stimulating, supportive and calm environment in the Academy: an environment which brings the best out of our students. If you are passionate about working within education, and believe you can make a difference in children’s attainment, then I encourage you to apply.

We can offer you:

- Free access to our fitness suite
- Free onsite breakfast and lunch
- Discounts and great deals on purchases through Perkbox
- Season ticket loans & Cycle to work scheme
- Pension scheme
- The opportunity to work with enthusiastic and happy pupils
- Excellent CPD focused on outstanding teaching and learning
- Access to the Trust Future Leaders programme and multiple leadership development opportunities
- An area well served by public transport, bike racks available on site

For further information on the role, please have a look at the job description and person specification in this pack. To apply, please download this [application form](mailto:applicationform@pimlicoacademy.org), or visit our [vacancies page](http://www.pimlicoacademy.org) to download it from and return the completed form to recruitment@pimlicoacademy.org by 05 March 2020

Feel free to contact Cylina Addai on 0207 828 0881 ext 572 for an informal chat or to arrange a visit. Please do visit our [www.pimlicoacademy.org](http://www.pimlicoacademy.org) for more information about the Academy, and the Trust’s site [www.futureacademies.org](http://www.futureacademies.org) to find out more about our ambitious educational family.

I look forward to receiving your application and welcoming you to our Academy.
Yours sincerely,

Samantha Green

Please note that Future Academies reserves the right to appoint at any stage during the recruitment process so early applications are encouraged.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.
JOB DESCRIPTION

Job Title: Head of English
Responsible to: A member of SLT
Responsible for: Teaching staff in department
Contract: Permanent
Salary: MPS/UPS + TLR 1B
Disclosure Level: Enhanced

THE ROLE

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document and subject to any amendments due to government legislation.

The Head of Department will provide leadership for the relevant Academy department, developing the quality of teaching and ensuring high quality learning takes place and that outstanding attainment and progress is secured at all key stages.

In developing the Curriculum provision, the Head of Department will work closely with the Curriculum Centre and Trust subject leads, aligning their work with the Future Curriculum Design principles and Eight Habits. In KS3, there is a Trust requirement to use centrally produced Curriculum Centre resources.

The Head of department will also be responsible for creating a happy, dynamic, innovative culture in the department and ensuring all staff are performing to an outstanding standard and are happy and motivated in doing so.

KEY RESPONSIBILITIES

ACHIEVEMENT AND STANDARDS

- To set high expectations and stretching targets for your areas of responsibility which contribute significantly to Academy targets.
- To ensure a consistent and continuous focus on student achievement using data to track and monitor the progress in every student’s learning.
- To evaluate student progress across the specified aspects of the department through the use of appropriate assessments and records and regular analysis of the data.
- To ensure that teachers within the learning area set, track, evaluate and report on individual student progress towards their targets.
- To use national, local and Academy data effectively to analyse and evaluate student progress; planning and implementing effective interventions to support students within your subject area.
- To ensure that teachers within the department monitor students’ work giving formative, next step feedback and targets for improvement in line with the Academy Assessment policy.
- To ensure that appropriate procedures are in place mark and within your department for the moderation teacher assessments to ensure reliability.
- To recognise and reward students who are making good progress, and identify underachievement putting in place appropriate support to address the areas of weakness.
QUALITY OF PROVISION

- To raise the quality of teaching and learning so that lessons are good or better and there is no inadequate teaching within the department.
- To regularly observe and develop colleagues and act as a beacon of best pedagogical practice.
- To monitor the quality of teaching and students’ learning through the analysis of performance data, observation of teaching, work scrutiny, student interviews in collaboration with the senior leadership team.
- To construct, revise and develop schemes of work within your subject area with accompanying learning materials ensuring that they meet statutory and legal requirements and provide a range of teaching and learning methods that personalise the learning experience for students giving the equality of opportunity to make progress.
- To ensure you are up to date with national and international curriculum developments.
- To prepare students for end of Key Stage examinations and assessments.
- To contribute to the development of teaching and learning by supporting training programmes, coaching and mentoring of teachers.
- To develop and maintain Academy policies and practices which promote high achievement and inclusion through effective teaching and learning across the Academy.
- To seek opportunities to collaborate with other Academies, innovative and high achieving schools.
- To implement strategies that ensure high standards of behaviour.
- To promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- To have a teaching commitment in line with other Heads of Department within the Academy.

LEADERSHIP AND MANAGEMENT

- To have strategic oversight for the improvement and development of your subject area.
- To play a key role in creating an environment within the Academy where students and staff develop and maintain positive attitudes towards each other, the environment and community.
- To develop and review the Department Improvement Plan, Self-Evaluation and the related documentation.
- To line manage designated teaching and support staff working collaboratively to raise student achievement and attainment across the Academy and provide effective support, guidance, challenge and information for all staff within your department.
- To take an active role within the Academy’s Performance Management policy in addition to promoting and providing induction and Continuous Professional Development opportunities to ensure the professional effectiveness of teaching and support staff colleagues.
- To maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities.
- To lead within your department the implementation of the personalised learning agenda, raising achievement and improving the quality of teaching, learning and support within the subject area.
OTHER

- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy.
- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on CPD.
- To observe and promote Equalities across the Trust.
- To be responsive to school/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions.
- To carry out any other duties appropriate to the post as required.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an ‘Enhanced Disclosure and Barring Service’ check and a ‘Barred List’ check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.
# Person Specification

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<tr>
<th>Qualifications</th>
<th>Description</th>
<th>Essential (E) Desirable (D)</th>
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<tr>
<td></td>
<td>Qualified to teach and work in the UK</td>
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<td>Qualified to Degree Level in relevant subject</td>
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<td>Commitment to further professional training</td>
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<td>Knowledge, Skills and Experience</td>
<td>Successful KS3 and KS4 teaching experience in relevant subject, and ability to teach full range of students</td>
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<td>Evidence of teaching good and outstanding lessons over time</td>
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<td>Evidence of significantly improving teaching and learning and examination results at Key Stage 3, and 4, or 4 and 5</td>
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<td>Evidence of managing challenging behaviour successfully and implementing strategies to ensure a consistent approach to behaviour management is taken throughout a department</td>
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<td>Ability to plan and resource effective interventions to meet curricular objectives</td>
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<td>A clear vision for Learning and Teaching in line with the organisations values</td>
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<td>An enthusiastic and effective leader and manager</td>
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<td>Excellent communication and presentation skills</td>
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<td>Competent user of ICT to enhance learning</td>
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<td>Evidence of successfully leading and sustaining whole school initiatives</td>
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<td>Use of assessment and attainment information to improve practice, raise standards and engage students as partners in their learning</td>
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<td></td>
<td>Developing high quality learning strategies and monitoring student progress to raise achievement and attainment</td>
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<td>Ability to reflect on your own and student performance in lessons and adapt practice accordingly</td>
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<td>Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work</td>
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<td>Other Requirements</td>
<td>The ability to remain discrete when privy to confidential information</td>
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<td>Commitment to safeguarding and promoting the welfare of children and young people</td>
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<td>Committed to the wider school life and willing to engage in a range of extracurricular activities</td>
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<td>Willingness to undergo appropriate checks, including enhanced DBS checks</td>
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<td>Willingness to undertake further training</td>
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<td>Have a willingness to demonstrate commitment to the Future Academies values and behaviours</td>
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<tr>
<td>Committed to Equality, Diversity &amp; Inclusion,</td>
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Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure teaching staff are not subject to a prohibition order or an interim prohibition order.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September 2019.

2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

Invitation to Interview – please bring with you:

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- Documentary proof of address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post
- Evidence that you have the right to work in the UK

Please note that originals of the above are necessary. Photocopies are not sufficient. Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years. We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
Pimlico Academy is ideally located in the heart of Pimlico, South Westminster. It is easily accessible via bus, train or tube and the area has a number of docking stations for the Barclays Cycle Hire scheme.

The school is situated in a busy, vibrant area with an abundance of restaurants, cafes and shops, although it remains predominantly a residential area. Victoria is a short walk or bus ride away offering the fashionable new shopping precinct, Cardinal Walk, with a variety of shops, banks and a Marks & Spencer store. House of Fraser departmental store is on Victoria Street along with many other well known shops nearby. Trendy Sloane Square is also close by with its chic shops and lively restaurants. Other amenities include the Queen Mother Sports Centre and Dolphin Fitness.

Pimlico is known for its pretty garden squares and impressive Regency architecture and we are lucky to have The Tate Britain within walking distance. Pimlico has had a few famous residents; Winston Churchill lived in Eccleston Square and Mozart composed his very first symphony when he was an eight years old staying in Ebury Street.
Thank you for your time and we look forward to welcoming your application.

To apply, please download this application form, or visit our vacancies page to download it from and return the completed form to recruitment@pimlicoacademy.org by 05 March 2020.