

Ivy Education Trust



Application Pack and Job Description
Director of English
Teignmouth Community School, Exeter Road



Director of English
Teignmouth Community School, Exeter Road
September 2024

Ivy Education Trust is seeking to appoint an outstanding individual with drive, passion, enthusiasm and ambition to join Teignmouth Community School, Exeter Road.

This is an exciting opportunity to lead a strong team in the delivery of a curriculum that is unashamedly ambitious. The successful applicant will be an outstanding teacher of English, who is a strong team player with a proven record of raising student attainment in their own classes. They will use evidence-based research and a mutually supportive approach to drive strategic change and secure excellent teaching, effective use of resources and improved standards of learning and progress for all students. The postholder will also contribute to whole school development by taking a lead role in the delivery of instructional coaching beyond the English team. As a result, this is the ideal opportunity for anyone considering senior leadership in the future.

The successful candidate will be an innovative teacher with the following attributes:

- Ambition to make a difference to students' learning and outcomes
- Genuine enthusiasm for the subject
- Resilience
- Ability to inspire and work within a team
- Ability to challenge and support colleagues
- Ability to work under pressure
- Excellent communication skills

You will have high expectations of student achievement and behaviour, good communication skills and a commitment to working as part of a team.

Please see the job description and person specification for further details regarding this post.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about this post or would like to arrange a visit, please email Rachel Wickham, Headteacher via Rachel.Wickham@teignmouthschool.co.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk

Closing date for applications is Monday 13th May 2024 at 9am. Interviews will take place once applications have been shortlisted.

Job Description

Post Title:	Director of English
School:	Teignmouth Community School, Exeter Road
Working Hours:	Full-time
Salary Grade:	Leadership L7-L11
Contract Type:	Permanent
Responsible to:	Deputy Headteacher
Key purpose:	To secure and account for effective learning, appropriate achievement and the educational social and personal progress of all students in the assigned areas of responsibility, consistent with the aims and ethos of TCS and the unique needs of each individual learner.

Main Duties:

The Director of English will:

- Establish and lead the strategic development of the team, consistent with the priorities of our school and needs of our students.
- Support the English team to deliver high quality, engaging and purposeful learning.
- Lead by example through their own high quality delivery of teaching, learning and assessment (TLA).
- Plan and coordinate the curriculum with a clear vision and detailed long and medium-term planning to enable all English teachers to teach effective, well-sequenced curricula.
- Track and account for students' outcomes and progress across all year groups in English and working closely with the Head of Maths as well as other middle leaders.
- Oversee and coordinate intervention and enrichment activities across English language and literature, fostering the strong reading culture and promoting literacy across the curriculum in all its forms: reading, writing and oracy.
- Support and hold colleagues to account, as required, to enable and ensure the high quality of TLA across the school.
- Line manage and support the English team and other colleagues to develop them professionally.
- Coach other colleagues fortnightly using an instructional coaching model.
- Be reflective and committed to continuing to develop teaching practice through our TLA programme.
- Communicate with parents and all stakeholders to represent and champion the importance of English, reading and academic success across the curriculum.
- Work with colleagues to support all students and staff across the school, valuing safety, well-being and learning across the school.

Other Duties

- To follow the Trust ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the Trust and its commitment to equal opportunities

- To comply with the Trust's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake training and personal development as and when identified
- To undertake any other duties as deemed appropriate
- To be an integral part of the Trust and its school's communities
- Actively promote school and Trust policies and procedures

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria		Essential	Desirable
Qualifications			
Qualified Teacher Status		✓	
Secondary PGCE or Qualification for the secondary phase		✓	
Degree Level Qualification		✓	
Professional Experience and Knowledge			
Working with secondary school students across KS3, KS4 and KS5.		✓	
Secure knowledge of the relevant subjects and curriculum areas.		✓	
Experience of required specification and courses.		✓	
Set goals that stretch and challenge all students.		✓	
Know and understand how to assess the relevant subjects and curriculum areas.		✓	
Make use of formative and summative assessment to secure student progress.		✓	
Experience of instructional coaching (StepLab)			✓
Leading change successfully in a school context.		✓	
Personal Aptitudes, Qualities and Skills			
Excellent communication and organisational skills.		✓	
Ability to differentiate and personalise learning.		✓	
Impart knowledge and develop understanding through effective use of lesson time.		✓	
Understand how a range of factors can inhibit students' ability to learn and how to overcome these.		✓	
Manage classes effectively, using behaviour approaches which are appropriate to students' needs.		✓	
Demonstrate very high standards of personal and professional conduct.		✓	
Create a culture where all team members are motivated and supported to develop their practice.		✓	

Criteria		Essential	Desirable
Motivate and inspire staff and students. Hold staff to account for the delivery of the curriculum and professional practice.		✓	
Ability to use initiative to solve problems and get results		✓	
Flexible and adaptable approach		✓	
Willingness to participate in training/development as/when identified by manager		✓	
Evidence of continued professional development			✓
Ability to work effectively as a member of a team		✓	
Understanding of safeguarding issues and promoting the welfare of children and young people		✓	
Specific Requirements			
Suitability to work with children		✓	
A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice		✓	
Demonstrate the importance of work life balance and personal well-being		✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.