



De La Salle School

INFORMATION FOR APPLICANTS

HEAD OF ENGLISH

Salary: MPR/UPR and TLR1C responsibility allowance





De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris
Headteacher



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Position Start Date: September 2022
Contract Term: Full time/permanent
Salary: MPR/UPR and TLR1C responsibility allowance

INFORMATION ABOUT THIS VACANCY

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff.

Due to the promotion of the current post holder the Governors are seeking to appoint, for September 2022, an enthusiastic, experienced and well-qualified Head of English.

To provide:

- Professional leadership and management to enhance the quality of teaching and learning.
- Ensuring high quality curriculum experiences for students of all abilities in order to maximise achievement.

Responsible for:

- The development of the standards of student learning and staff teaching.
- Curriculum provision for all students.
- Assessment, test and examination performance.
- Raising achievement of all students.

Whilst the successful candidate is not required to be Catholic, you would be expected to support and follow the Catholic ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check, medical check and references.



De La Salle School

HOW TO APPLY

Closing Date for Applications: On appointment

Interview Date: Interviews will be conducted on a rolling basis

Interviews will be conducted on a rolling basis on receipt of suitable applications. Candidates are therefore encouraged to submit their application early.

We encourage prospective candidates to visit the school before making an application.

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your application form together with your supporting statement, outlining your reasons for applying for this post, to swilkinson@dlsbasildon.org

In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.

We reserve the right to close the application deadline early should we receive sufficient applications.



De La Salle School

JOB DESCRIPTION HEAD OF ENGLISH

Principal Responsibilities

Heads of Department play a vital role in the life of the school in the areas of:

- leadership;
- management and planning;
- organisation;
- administration.

The leader of the Department team is responsible for the development of their subject throughout the school, and ensuring that each student is positively encouraged to develop his/her potential to the full, through the effective delivery of a broad range of quality learning experiences.

Specific responsibilities of the post will fall under four main headings:

Curriculum Development

Liaising with the Deputy Head and colleagues in the Leadership Team as necessary and required:

- a. to plan, implement, monitor and review the curriculum within the framework of the National Curriculum.
- b. to lead colleagues in the process of producing and revising Schemes of Work which:
 - meet the requirements of the National Curriculum and the school
 - are suitably differentiated in order to meet the needs of all students.
- c. to have an overview of the school curriculum issues within the Department.
- d. to advise the Leadership Team, with regard to future developments of subjects within the Department. This will involve:
 - liaising with other Heads of Departments
 - advising on, and implementing a range of courses designed to achieve curriculum diversity, to meet the needs of all students, including:
 - G.C.S.E. courses
 - Vocational and pre-vocational courses
 - Practical courses;
 - Appropriate short courses
- e. To work closely with the SEN co-ordinator in the following ways:
 - identify a link person to liaise directly with the SEN co-ordinator who will attend termly SEN meetings
 - ensure that members of the department are aware of students who are on the SEN Register
 - liaise with the SEN co-ordinator in providing suitable materials and developing
 - effective techniques to support students with SEN



De La Salle School

- lead colleagues, where necessary, in supporting the SEN co-ordinator to implement individual programmes of study for students on the Essex Stages of Assessment; liaise with the SEN co-ordinator concerning progress of identified students and provide information for review meetings
 - refer students causing concern (using the SEN referral form)
 - lead colleagues in working co-operatively with SEN support staff, and directing Special Needs Support Assistants, as necessary, within the classroom.
- f. to lead colleagues in the process of implementing, and assessing the effectiveness of, a range of teaching and learning styles – paying due regard to the key curricular issues of:
- curricular coherence within each Year Group and Key Stage
 - curricular progression and continuity throughout the school
 - differentiation
 - relevance
 - breadth, depth and balance.
- g. to oversee the work of staff within the Department Team to ensure that:
- students' work is regularly marked
 - the progress of students is monitored, targets are set and regularly reviewed
 - homeworks which support the curriculum and challenge the student are regularly set and marked in accordance with school policy; student planners are used effectively
 - student attendance and punctuality to lessons is monitored and recorded
 - student behaviour and discipline is monitored through the appropriate procedures
- h. to be involved in cross-curricular developments where appropriate, both within and beyond the Department, for example:
- work-related teaching and learning; literacy and numeracy
 - equal opportunities
 - the spiritual, moral, social and cultural dimension
 - cross-curricular themes.
- i. to work closely with the Year Teams in all matters concerning:
- the assessment of students work, especially Records of Achievement
 - the guidance of students with regard to:
choice of appropriate courses within the Department;
options procedures – re Key Stage 4 and Post 16 opportunities;
setting policy;
homework and marking – policies and practice.
- j. to ensure that assessment is both regular and thorough and that full records of work done by members of the department, and students, are kept.
- k. to be responsible for the management of subject specific reporting to parents and employers.



De La Salle School

- l. to be responsible for imaginative and creative timetabling within the Department consistent with: the curricular needs of individual students; whole school needs, as determined by the Leadership Team.
- m. to organise G.C.S.E. and other examination entries with the Examinations Officer.
- n. to facilitate effective curriculum review and evaluation leading to the preparation of the Whole School Development Plan.

Personnel Development

Liaising with the Deputy Headteacher (Staff Development) as necessary and required:

- a. to determine the in-service training needs of all staff working within the Department;
- b. to agree and implement a training programme for each member of the Department team, in conjunction with the whole-school needs, and within the personnel budget.
- c. to participate in, and organise, the detailed appraisal arrangements for staff within the Department team.
- d. to provide professional development opportunities to all staff via normal working practices, by agreeing areas of delegated responsibilities within the Department.
- e. to monitor and evaluate the effectiveness of in-service training for Department staff, and ensure the dissemination of outcomes to appropriate colleagues in the Department, and to the Deputy Headteacher (Staff Development).
- f. to agree, implement, monitor and review the programmes of professional support and development for staff such as:
 - Trainee Teachers
 - Newly Qualified Teachers
- g. to supervise the work of supply teachers and support staff assigned to the Department.
- h. to promote the effectiveness and consistent dissemination of school policy to all staff within the Department and see the principles of such policy into practice.
- i. to advise the Leadership Team with regard to appropriate levels of remuneration for colleagues within the Department Team.

Community and Premises Development

Liaising with the Leadership Team Head as necessary and required:

- a. to have oversight of the up-keep, internal security and appearance of the Department Area (an area to be defined by the Leadership Team).



De La Salle School

- b. to ensure the effective, efficient and secure storage of all resources and students' work within the Department.
- c. to ensure that the Department accommodation presents a safe, stimulating and challenging environment for students and staff alike.
- d. to ensure adherence to the appropriate Health and Safety regulations within the Department Area.
- e. to ensure that all students adopt suitable dress in school.
- f. to oversee the professional conduct of staff within the Department Team.
- g. to foster links with the local community by communicating effectively with, and involving, all potential partners in education, such as:
 - Parents;
 - Governors;
 - Partner primary schools;
 - Post 16 providers – especially Basildon College;
 - Higher Education establishments;
 - Business concerns in both the private and public sectors.
- h. to oversee the displays of student and Department work within the area, and at events to which members of the school's community are invited.

Financial Management

Liaising with the Deputy Head as necessary and required:

- a. to be a Budget Holder, accounting for all income and expenditure within and by the Department. This will involve tasks such as:
 - keeping effective records of income and expenditure, in accordance with the school's financial regulations
 - making detailed submission for capitation and capital expenditure to the Leadership Team, informed by the priorities within Department and Whole School Development Plans
 - monitoring expenditure by the Department within the agreed budget
 - providing financial statements for the Department as required; maintaining an inventory of all resources within the Department; justifying and managing the time of ancillary/support staff working within the Department, in accordance with the agreed budget for such staffing
- b. to maintain the stock of resources, equipment and furniture within the Department Area, as well as a positive learning environment.
- c. to negotiate, and agree with the Leadership Team the financial allocation to the Department under a rolling programme for development of the whole school.



De La Salle School

A. Additional Specific Responsibilities

- a. to ensure that all documentation the Department is required to produce is:
 - 1. consistent with school policy
 - 2. implemented in practice by all members of the Department
 - 3. regularly reviewed and developed over time
- b. to devise an effective meeting structure within the Department in order to meet all Department objectives.
- c. to be responsible for the preparation and circulation of agendas for Department meetings and the subsequent writing and distribution of minutes.
- d. to work with all members of the Leadership Team in the process of agreeing and preparing the Whole School Development Plan.

B. General Duties

- a. to carry out a share of supervisory duties in accordance with published schedules.
- b. to participate in appropriate meetings with colleagues and parents relative to the above duties.
- c. to participate in, and contribute to, school management activities as appropriate.
- d. to be responsible for the exercising of those principles laid out in school policy documentation.

NOTES

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year. It may also be subject to modification or amendment at any time after consultation with the holder of the post.