

# Wanstead High School

Education with Character



## Curriculum Team Leader - English

### Application Pack



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## Application Requirements

Please write a statement in support of your application.

**This must address the person specification** in relation to those elements marked as assessed by letter (L), under the headings specified such as Teaching and Learning.

In addition, briefly outline your personal success criteria for your current post and your evaluation of the success you have achieved in meeting them.

Statements in support of your application must be no longer than two sides of A4 in Font Size 11.

The closing date for this post is Tuesday 17<sup>th</sup> May at noon. Completed applications should be returned by email to [recruitment@wansteadhigh.co.uk](mailto:recruitment@wansteadhigh.co.uk).



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## Candidate Information

Title of Post:	Curriculum Team Leader - English
Salary Range:	Main Scale–Upper Scale, Outer London + TLR1C
Status:	Permanent
Start Date:	September 2022

### The Post:

Wanstead High School is a thriving and successful inclusive school with high levels of student achievement. Examination results are very good and have improved markedly in recent years. Value added achievement at all Key Stages is good. Students at the school are well motivated and want to learn. The school has a new Headteacher starting in September 2022 who is passionate about leading the school to the next stage of its development.

We are seeking a creative, passionate and dynamic professional to join our established team of 10 teaching staff in the English Department. We are looking for someone positive and solution based to build upon excellent results achieved over the last 10 years at GCSE and A Level. Our classes are taught in mixed ability cohorts. Our A Level English Literature and English Language and Literature (Combined) are well established. The English Department work collaboratively, working and developing Schemes of Work and developing new ones.

As part of Seven Kings Learning Partnership, Wanstead High School is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Learning Partnership.

### Job Description:

#### General

In accordance with the current Teachers' Pay and Conditions Document you will:

- Carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher.
- Perform, in accordance with any directions, which may reasonably be given to you by the Headteacher from time to time, such particular duties as reasonably assigned to you.
- Plan and prepare courses and lessons; teach, according to their needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupil in school and elsewhere; assess, record and report on the progress, development and attainment of pupils.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you; provide guidance and advice to pupils on educational and social matters and their further education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports.
- Carry out other duties as set out in the pay and conditions document.
- Contribute fully to the achievement of the aims and ethos of the school.
- Develop a wider leadership role on an aspect of whole-school responsibility as determined between the Headteacher and the post-holder.



### Teaching and Learning

- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching; establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils, including those with special educational and linguistic needs.
- Ensure that high standards of teaching and learning are promoted throughout the department in line with the school Teaching and Learning policy.
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
- Within the Department, implement developments to raise standards in line with the School Improvement Plan.
- Ensure the Department Improvement Plan is successfully implemented.
- Maintain and develop systems of measuring and promoting achievement, including the use of target-setting by establishing and implementing clear policies and practices for assessing, recording and reporting on pupil achievement and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Encourage the promotion and sharing of good practice within the department, building an effective departmental team with shared aims and procedures.
- Ensure the regular setting and marking of high quality homework in line with school policy.

### Quality Assurance

- Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, target and teaching methods.
- Monitor the progress in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Ensure that the monitoring policy is effectively implemented and that all post holders are effective in addressing issues to raise standards.
- Establish partnerships with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
- Ensure the effective implementation and operation of monitoring and review systems.
- Establish common high standards of practice within the department in terms of teaching and learning and class management in line with whole school policies and procedures.
- Monitor and evaluate teaching and learning in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Ensure that deadlines are met by all members of the team.
- Be responsible for the development and preparation of / for all relevant internal assessments, examinations and year tests, together with GCSE and 'A' level requirements.
- Be responsible for the completion and submission of all examination entries in the department.
- Interpret the school policy on Equal Opportunities within the context of the Department (e.g. content of curriculum), whilst maintaining the spirit of the policy by promoting positive attitudes and role models, and dealing promptly and sensitively with cases of racial or sexual abuse, harassment or discrimination. This Policy applies equally to students, teaching and non-teaching staff, and visitors to the school.

### Operational and Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- To write the department development plan.
- To attend meetings of Curriculum Team Leaders, and other consultation groups, and to communicate information from these meetings to the Department. Heads of Department should allow members of the Department to represent them at formal meetings, and positively encourage good delegation.
- To hold departmental meetings on a regular and needs basis with a proper agenda and to record the minutes and circulate them to the Senior Management Team.
- To implement school Policies and Procedures, for example Equal Opportunities.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the School.

### Leadership and Management of Staff

- Act as a role model taking a positive and solution based approach to leading the department.
- To care for the well-being and professional development of staff in the Department, and monitor their progress through observation and discussion, as well as through participation in the School's Performance Management Scheme. This has special reference for newly qualified teachers, and those experienced teachers new to the department.
- To work with the appropriate member of the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with the Leadership Team line manager.
- To be responsible for the efficient and effective deployment of the Department's Improvement Plan.
- To carry out performance management procedures in line with school policy.
- To monitor the absence of staff in the Department and to make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Officer and relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To ensure the effective deployment of suitably qualified and experience teachers with appropriate groups, advising the timetabler accordingly.
- To promote teamwork and to motivate staff to ensure effective working relations.

### Guidance and Support

- Monitor and support the overall progress and development of students within the department.
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Ensure that data is used effectively to gauge student progress and ensure that this leads to the implementation of effective strategies to improve student achievement.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To encourage the members of the Department to monitor the corridors at the change of lessons and insist on quiet and orderly movement into and out of classrooms and from around the area.

### Curriculum

- Develop clear Curriculum Intent successful implementation of a curriculum model with positive outcomes for all learners.
- Lead to ensure school's aims, priorities, targets and action plans.
- Ensure the teaching of the subject can help to prepare pupils for the opportunities, responsibilities and experiences of adult life.
- Ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs.
- Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.
- Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Ensure effective development of pupils' literacy, numeracy and information technology skills through the subject.
- To be responsible for production of the departmental handbook and development of relevant syllabuses and Schemes of Work, with special reference to the National Curriculum where appropriate.

### Management of Resources

- To ensure that teaching rooms are tidy and cared for so that teaching and learning can take place in an environment which encourages the achievement of high standards.
- Effectively manage resources within the department, including staffing, bids for capitation at appropriate levels and the monitoring of the budget through the financial year with due regard to value for money.
- To be responsible for ordering departmental equipment and stock, to process payments against orders, and to ensure that new items are placed on the departmental and school inventory.
- To manage stock efficiently and safely, in its storage, distribution and use.
- To manage the business planning function of the department to reflect the needs of the students and the aims and objectives of the school.
- To implement Health and Safety policies and ensure practices are in-line with health and safety policy requirements.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A number of the items described above may be partially or fully delegated to other post holders in the Department. This will need clarifying with the colleagues concerned as appropriate. However, the final responsibility remains with the Head of Department.

### Other duties and responsibilities:

Undertake any other reasonable professional task as directed by the Headteacher.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

**Person Specification:**

L = assessed through application	I = assessed through interview	R = assessed by references	E = Essential D = Desirable
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Qualifications and experience

Education to good degree level; preferable classification at 2:1 or above.	L			E	
Relevant teaching qualifications.	L			E	
Evidence of CPD relevant to the post	L			D	
Leadership experience	L	I	R	D	

Knowledge and Understanding

Knowledge of, understanding of and commitment to leadership accountability within the school organisation.		I	R	E	
Knowledge and understanding of the English curriculum requirements, examination specifications and requirements.	L	I		E	
Knowledge and understanding National Curriculum requirements	L	I	R	E	

Leadership and Management

The ability to motivate and inspire both staff and students.		I	R	E	
Understanding and experience of self-review for improvement.	L	I	R	E	
Experience of and involvement in managing and leading a team.	L	I	R	E	
Evidence of high quality organisational and management skills		I	R	E	
Evidence of the ability to use data effectively to evaluate student performance in raising standards.	L		R	D	

Teaching and Learning

High level learning and teaching skills.		I	R	E	
A proven record and evidence of promoting high student achievement.	L		R	E	
A proven record and evidence of very good student examination attainment in classes taught.	L		R	E	

### Professional Qualities

High quality interpersonal skills with the ability to communicate effectively with a variety of audiences; including parents, staff, students and agency personnel.		I	R	E	
The ability to build productive relationships with students, staff and parents.		I	R	E	
An ability and willingness to empathise and listen, and to be self critical and reflective.		I	R	E	
Enthusiasm, hard-work, integrity, creativity, flexibility and emotional resilience.		I	R	E	
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education.	L	I	R	E	

### Safeguarding

Motivation to work with children and young people.		I	R	E	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.		I	R	E	
Emotional resilience in working with challenging behaviours.		I	R	E	





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## School Information

Wanstead High School seeks to enable students to achieve the highest academic standards. Over recent years, good examinations results have been achieved at GCSE and 'A' Level compared to national standards. In 2019 81% of students achieved grade 9-4 in Maths and English. Our Progress 8 score has been positive and above average for the past 3 years, and in 2019 is at +.42.

A large number of our students stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 students from the surrounding area.

A recent OFSTED report confirmed that we are "Good" in all areas, and our latest results are the best in the school's history.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1450 plus students on roll including some 350 students in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 students) are admitted at Year 7. The school encompasses a rich social and cultural diversity and 35% of students speak English as an additional language. There are over 35 languages spoken by the students. The school is heavily over-subscribed with some 850 applications for 240 places in Year 7 this year.

All students wear uniform except in the Sixth Form where students are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), students join one of nine mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the student's career. The year based pastoral system is central to the discipline and wellbeing of the students. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well resourced with IT equipment.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

## School Vision and Goals

### Our Strategic Vision

We will provide high quality education with character: inspiring our young people, keeping them safe, and preparing them fully for life in the modern world.

### Strategic Goals of the School

- Further improve the quality of teaching and learning across the school so that all students receive an entitlement to excellence and to education with character.
- Establish a curriculum that best meets the needs of every single student.
- Develop high quality assessment, tracking and intervention systems to maximise the attainment and achievement of every student.
- Ensure all students are safe, healthy and happy, and have the skills and qualities needed to thrive in modern Britain.
- Develop leadership opportunities for all members of the school community, and ensure that our staff are fully developed as professionals in order to best meet the school's vision.