Harris Academy Sutton

APPLICANT PACK

Deputy Director of English

START DATE: January 2025

PAY: MPS / UPS + TLR + £1500 Harris Allowance

Loyalty Bonus + Teacher Pension Scheme +
Harris Wellbeing Cash Plan + Additional Harris Benefits

Join our success:

- **Judged 'Outstanding' in all categories by Ofsted (Feb 2023), more information here: https://www.harrissutton.org.uk/469/ofsted**
- **Progress 8 scores put us in the top 2% of schools in the country.**

Applications submitted before: Monday 7th October 2024
Interviews to be held w/c: 14th October 2024

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ROLE OVERVIEW

As the Academy moves into its seventh and final year of growth, we are looking for a dynamic and engaging practitioner to join our leadership team in English. You will be actively engaged from the start in developing the curriculum for a specific key stage in English. The exact role will be tailored to your experience and ambition.

Experience of teaching A-Level would be an advantage - but is not essential - as we would look to develop your expertise with us though our excellent professional development programme.

The Academy is committed to equality and diversity and welcome applications from practitioners regardless of background or experience: it may be that you have just the qualities we are looking for to add to our thriving team!

You will have full access to the Joint Professional Development support offered in house here at Harris Sutton. We have a thriving cohort of committed students studying English throughout the Academy.

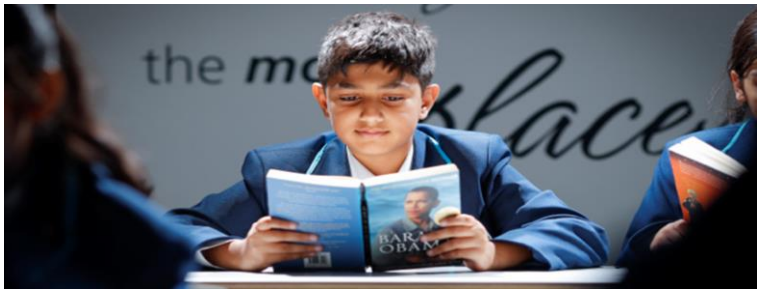
There is a great deal of collaborative working and sharing of good ideas and what works within secondary across the Harris Federation. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

The successful post holder will have ample opportunity to progress in this role within the academy and with Harris as our group grows.

Reporting to: Director of Learning for English

Responsible for: Resources and students within the subject area

Liaising with: Teaching and Associate Staff, families



Harris Academy Sutton

INTRODUCTION TO HARRIS ACADEMY SUTTON

Our staff

We believe that a happy and settled staff body helps drive the very best performance from our students. We are committed to a high-quality professional development programme and can draw on expertise from across the Harris Federation. As a HASU member of staff at any level you will receive the training and support that you need to carry out your role effectively and develop at a pace that suits you.

We are committed to ensuring that our staff have the right level of balance between work and home life. Our policies and procedures are aimed at allowing our teaching staff to spend as much time as possible planning and delivering lessons.

We work in an award-winning building with excellent facilities. Our thriving staff association ensures all new members of staff soon feel part of the HASU community.

- "Teachers work together to plan for **excellence**."
- "Teachers are **highly skilled** in selecting strategies and adaptations to ensure that **all pupils**, including those with SEND, fully access and excel in learning the curriculum."
- "Teachers **know about pupils' needs** and how best to help them learn."
- Staff at the school "…receive **excellent professional development**."
- "**Leaders value their staff.**"
- "Staff are **thoroughly trained in safeguarding**… When leaders are concerns that pupils may be at risk of harm, they react with **rigorous and relentless tenacity** to ensure that pupils are protected"

Our students

We run a broad and diverse curriculum to a fully comprehensive intake of students.

Our focus on the core value of Integrity means that our behaviour is excellent, with staff supported by a strong and highly visible Academy Leadership Group. Detentions are run centrally, allowing teaching staff to do what they do best: plan and teach amazing lessons.

Attendance and engagement with learning is high, and centrally planned tutor time resources ensure that our tutors can engage with students whilst delivering high-quality experiences.

Harris Academy Sutton

- "[Pupils] are **respectful** to one another."
- "Pupils throughout the school are **highly motivated**, polite and courteous."
- "Pupils **understand and respect the rules**. This means that little reinforcement of these is necessary."
- "Pupils readily **hold leaders to account**. Leaders respect and act on pupils' ideas."

Our location

We are located in Sutton, with good public transport and road links. Central London (Clapham, Victoria) is 25 minutes away. We are on the Surrey border so journeys do not take long in fact journeys from Kent only take just over 30 minutes by car. We have safe and secure onsite parking with electric charging points.

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JOB DESCRIPTION

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Purpose

- To lead a specific area or Key Stage of the subject curriculum, being responsible for curriculum design, lesson planning and management, tracking student progress and monitoring the teaching and learning in the area
- To support the Director for Learning in the day-to-day management of the curriculum area.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
- To develop the character and ability of the HASU students so they are ready for the next stages in learning and in life
- To lead and support with extra-curricular activities in line with the Academy Wider Curriculum vision.
- To support the House ethos across the Academy
- To represent and implement the key values of Innovation, Integrity and Discovery.

Teaching

- To undertake an appropriate programme of teaching across the subject
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- To contribute to the curriculum area and subject area's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole Academy's planning activities.
- To teach students according to their educational needs, including the setting and marking or work to be carried out by the student in Academy and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.

- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Operational/Strategic Planning

- To plan and prepare courses and lessons.
- To attend all appropriate meetings.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's Development Plan and its implementation.
- To contribute to the whole academy's planning activities.
- To assist the Subject Leader, Director of Learning and Leadership Group to ensure that the curriculum area provides a range of teaching which complements the Academy's Strategic Objectives.

Development:

- To take part in the academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the academy
- To participate in the academy ITT and NQT training and induction programmes.

Quality Assurance:

- To help to implement academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time-to-time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.

Pastoral System:

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To liaise with the Subject Leader, Heads of Year and Leadership Group to ensure the implementation of the academy's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- To evaluate and monitor the progress of students and keep up to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and enterprise according to academy policy.
- To apply the Academy Behaviour Management systems so that effective learning can take place.

Other Specific Duties:

- To continue personal development as agreed at Performance Management
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Harris Academy Sutton

PERSON SPECIFICATION

Attributes	Description	How will these be assessed
Knowledge and Experience	Graduate in relevant subject and DfE recognised Qualified Teacher Status. Successful teaching experience at secondary level (including teaching practice). Knowledge of National curriculum requirements at KS3 and KS4 (KS5 is desirable but not necessary). Understanding of the importance of having highest expectations for all students, both of behaviour and academic achievement. Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high ability students. Knowledge and experience of writing lesson plans, developing resources and assessing students work. Understanding the importance of being a Tutor.	Application
Skills and Abilities	The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. Good level of ICT skills The ability to create a motivating and safe learning environment for all students. The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school. Good communication skills both writing and speaking. Ability to lead and manage own work effectively and take responsibility for own professional development. Ability to carry out the job description. Excellent time management skills and the ability to prioritise and meet deadlines under pressure. Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning.	Application, Interview Interview Interview Interview, Application Application, Interview Interview
Personal Qualities	Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. Commitment to contributing to Academy life as a whole and willingness to be involved with clubs and community projects. A positive approach to hard work. A positive role model for students. Passion for teaching own subject specialism. Enthusiastic and exceptional teacher, with a proven track record of excellent results in public examinations. Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.	Application Application, Interview Application, Interview Lesson Lesson Interview, Lesson Application, Interview

	Awareness of and commitment to equal opportunities and valuing diversity. = A commitment to "personalising learning" for all students in the Academy. Creativity and enthusiasm to promote a positive school image to the local and national community.	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that Academy policies are reflected in all aspect of his/her work, in particular those relating to:

1) Safeguarding children
2) Equal Opportunities
3) Health and Safety
4) General Data Protection Regulations (2018) and Data Protection Act (2018)

Harris Academy Sutton

HOW TO APPLY

For a confidential discussion about this post with the Head of Academy, more information or to arrange a visit, please contact the careers team on 0203 962 4500 or info@harrissutton.org.uk. Thank you for your interest in our school. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit **www.harriscareers.org.uk**

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk

http://www.harriscareers.org.uk/ Stay in touch