Head of English

Main Pay Scale or UPS (Outer London) + £1,500 Harris Allowance and a competitive TLR.
Full or part time/job share applications welcome
Permanent, required January 2025
Cash Health Plan + Harris Benefits

We are seeking an outstanding Head of English to work within our high performing Academy. Harris City Academy Crystal Palace is a mixed Academy for 1,300 students aged 11-18, with a large sixth form of nearly 400 students.

The Academy has three consecutive Outstanding judgments by Ofsted, with the most recent inspection in 2014 finding the Academy to be Outstanding in every aspect. We are a consistently high performing school. Our motto, 'All Can Achieve' encapsulates our vision that all members of the Academy community are supported and encouraged to achieve their absolute potential. We believe that a well-supported and valued staff body is the key to our success.

We are the 'Teaching School Hub' for Croydon and Sutton and we are able to offer all teachers an extensive programme of first class professional development. Harris City Academy Crystal Palace is part of the Harris Federation and this enables us to offer you a comprehensive induction programme and training and development opportunities to support your career development including Masters and other qualifications.

We welcome applicants at any point in their career and are open to full consideration of part time and job share requests.

Harris City Academy Crystal Palace is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake an Enhanced Disclosure by the DBS (Disclosure & Barring Services).

To arrange a confidential discussion with the Principal or a visit to the Academy please contact Tracey Harrison, PA to the Principal HarrisonT@harriscrystalpalace.org.uk

For details on the closing date, please consult the advert on our website. Interviews will be held on receipt of successful applications, therefore you are encouraged to apply early.

References will be taken up for all candidates shortlisted for interview. Only shortlisted candidates will be contacted. The successful candidate will be subject to an enhanced DBS check.

Harris City Academy Crystal Palace

Harris Federation

Post Title:	**Head of English**
Start Date:	**September 2024**
Post Holder:	**Vacancy**
Purpose:	• To be accountable for leading, managing and developing the subject area. • To raise standards of student attainment and achievement within the whole subject/curriculum area and to monitor and support student progress. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal. • To teach the relevant subject across the age and ability range. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To effectively manage and deploy staff, financial and physical resources within the department • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting To:	Associate Assistant Principal – English Director
Responsible For:	Teaching staff, other relevant personnel and students within the subject area.
Liaising With:	Principal, Senior Vice Principal, Vice Principals, Assistant Principals – Faculty Directors, Faculty Coordinators and other Heads of Subjects, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff and parents.
Working Time:	Full time, permanent
Disclosure Level:	Enhanced
MAIN/CORE DUTIES	
Operational / Strategic Planning:	
	• To formulate, in conjunction with the subject team, an annual subject improvement plan that supports the academy improvement plan and is based on rigorous review of subject performance data. • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the subject area, within the designated area. • To contribute to the formulation of and subsequently the monitoring, evaluation and review of the faculty improvement plan. • To ensure that health and safety policies and practices, including risk assessments are in line with national, local and academy requirements.
Curriculum:	
	• To formulate, in conjunction with the subject team, an annual subject improvement plan that supports the academy improvement plan and is based on rigorous review of subject performance data. • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the subject area, within the designated area. • To contribute to the formulation of and subsequently the monitoring, evaluation and review of the faculty improvement plan. • To ensure that health and safety policies and practices, including risk assessments are in line with national, local and academy requirements.

People Management and Staff Development:	
	• To build and recruit where required an effective team of motivated staff who share the academy vision of high achievement for all students. • To induct, guide and support all staff in the subject area, ensuring training needs are met, in liaison with Senior Leader responsible for CPD. • To be responsible for the day to day management of all teaching and support staff in the subject area, including performance management in line with the academy performance management policy.
Teaching and Learning	
	• To be an outstanding role model for teaching, showing evidence that lessons are both planned and prepared. • Marking, assessing, recording and reporting on student achievement in lessons. • Using resources to ensure the development of each student in all aspects of the subject(s). • Teaching in a manner according to students' educational needs, appropriate to our core values and ensuring the safety of students and others. • Taking responsibility for a teaching area and providing up-to-date displays of students' work. • A commitment to continued professional development. • To maintain discipline at all times in accordance with the Academy's procedures.
Student Outcomes:	
	• To ensure the effective operation of target setting, monitoring and evaluation systems. • To ensure the input and maintenance of accurate student data, making use of analysis and evaluating performance data, taking appropriate action to secure improvement.
Pastoral:	
	• To act as a Form Tutor and to carry out the duties associated with that role, including contribution to specific pastoral programmes of study, monitoring of attendance and punctuality, liaison with parents, internal and external agencies as appropriate. • To ensure the behaviour management systems are implemented consistently in the subject area, so that effective learning can take place.

Academy Ethos:

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- 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.

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 (as defined in the Equality Act 2010).

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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signature:_____ Date:_____

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	• Good degree (or equivalent) • QTS (or equivalent)	• Management training
Experience	Successful teaching of GCSE at good or better level; Initiation and effective management of change; • Evidence of raising achievement in present post and showing good value added for groups	
Knowledge, Understanding and Skills	• Knowledge of current curriculum developments in subject and their implications; • Good knowledge and understanding of current educational thinking; • Good understanding of how children learn and how to raise standards of achievement; • Good communication skills in speech and writing; • Excellent organisational skills • Ability to build and sustain professional standards and relationships with students • Ability to contribute towards creating a safe and protective environment	
Personal & Interpersonal	• A passion for education and making a difference; • Ability to work under pressure and meet deadlines; • The ability to motivate others to high expectations; • Energy, enthusiasm, good sense of humour • Emotional maturity and resilience in dealing with challenging behaviours	

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

SAFER RECRUITMENT IN EDUCATION

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.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification may also be provided and will include a specific reference to suitability to work with children.
- A Harris Federation Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

CVs will not be accepted

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.