

Haggerston **School**

Information Pack

Head of English



Aspiration | **Creativity** | Character

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Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 9:00am on **Wednesday 19th May 2021**. Alternatively, you can also request and submit your application by email at: recruitment@haggerston.hackney.sch.uk. If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or recruitment@haggerston.hackney.sch.uk.

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ciara Emmerson', written over a light-colored rectangular background.

Ciara Emmerson - Headteacher

THE HAGGERSTON WAY - OUR MISSION

Aspiration

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

Creativity

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

Character

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.



STAFF REWARDS AND BENEFITS

Incentives:

- Generous **annual leave allowance** for support staff
- **Cycle-to-Work Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching
- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry

EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
- Support staff who have dealt with issues around abuse
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Encourage the development of self-esteem and resilience
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Ensure there is a member of staff designated for the support of 'Children in Care'

- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
- Regularly review and update our procedures, policies and practices
- Work with parents and carers in partnership to create positive relationships that safeguard children and support families
- Work with agencies to share information and support families
- Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



POST TITLE:	Head of English
STATUS:	Permanent, Full Time
SCALE:	Leadership Scale 6 - 10
LINE MANAGER:	Deputy Headteacher

Job Description

To provide professional leadership and management of the English faculty, to support and develop English teaching staff and to hold them accountable for students' progress.

To lead, develop and manage the English faculty, to improve standards of learning and raise achievement of students.

All members of staff at Haggerston school promote and demand high standards and high expectations to ensure all learners make exceptional progress.

Principal Accountabilities

1. To lead and manage a highly effective team with a culture of collaboration, high expectations and accountability.
2. To ensure that Teaching and Learning is engaging, challenging and creative across the faculty through robust monitoring, effective staff development and feedback and sharing of best practice.
3. To track pupil progress and ensure that swift actions are taken to address underachievement through quality teaching and targeted interventions.
4. To oversee the English Curriculum from Year 7-13 ensuring that students are equipped with the knowledge and understanding required to be successful in examination and beyond in the wider world.
5. To produce annual Faculty Self Evaluation and Improvement Planning, monitoring the impact of actions on the quality of education provided across the faculty.
6. To ensure that line management and appraisal processes are robust and enable staff to develop into autonomous and highly competent practitioners.
7. To ensure that you and staff in your faculty promote the school's core values of Aspiration, Creativity and Character and all school policy and procedure.
8. To ensure that Behaviour standards are high at all times through consistent implementation of the school's behaviour policy.
9. To oversee and evaluate budget allocations to ensure the budget is spent in line with priorities and the principles of best value, ensuring all resources are maintained safely and in good order.

SPECIFIC DUTIES AND RESPONSIBILITIES

To lead and manage the team:

- To ensure a co-ordinated approach to teaching, learning, and assessment, recording and reporting in line with whole school policies.
- To ensure a co-ordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those with SEND/EAL-so that all students make excellent progress.
- To ensure that the curriculum is planned meticulously from Year 13 down to Year 7 so that there is a clear and coherent progression of knowledge and skills, tailored to provide optimum challenge to students of all abilities.
- To ensure that high quality enrichment activities are planned to enhance the core curriculum and provide opportunities to develop cultural capital and intellectual curiosity.
- To monitor and evaluate the effectiveness of the curriculum through data, observation and review of learning through books and schemes of learning.
- To keep abreast of new developments in the subject and disseminate relevant information to the team, including regular liaison with primary schools re updates to the primary English curriculum.
- To foster the development of the team through collaboration, shared planning and subject specific CPD so that all members of the team make a valuable contribution and have opportunities to learn new knowledge and skills.
- To be outward looking and learn from other high performing departments, forming beneficial links and partnerships.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified and effective intervention implemented to close gaps.
- To liaise effectively with other teams within the school (Inclusion, Pastoral, other Faculties) to ensure that students are supported and enabled to achieve excellent outcomes.
- To ensure that school assessment structures (DPR) have optimal impact on student learning and progress and that data led, precision teaching closes knowledge and skills gaps for students.
- To regularly review, compare and standardise assessments so that they are rigorously testing the key areas of knowledge and understanding expected at each stage of English learning.
- To ensure accurate progress data is submitted by agreed whole school deadlines.
- To implement the school rewards system for celebrating student achievement, e.g. regular display of beautiful work, assembly citations, rewards and informing relevant parties in school and families.
- To work with the SLT person responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To support in the recruitment and induction of new staff into the faculty.
- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene team meetings and ensure notes of discussion and action are kept.
- To liaise with parents/carers, as and when appropriate, responding to enquiries, comments and informal complaints effectively

- To monitor and ensure the allocated capitation is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To ensure that the general environment within the English area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to person in charge of premises and facilities.
- To liaise with the SLT person responsible for timetable over staff deployment and timetabling.
- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team.
- Participate in the regular review of this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning trust policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Head of English

**Person Specification
Head of English**

Requirements:	Assessment Criteria		
Qualifications:	Interview	Application Form	Lesson Observation
Education to good honours degree or equivalent plus teaching qualification		●	
Evidence of continuing professional development relevant to the post	●	●	●
Experience:			
Successful experience of middle management in an inner city comprehensive school	●	●	●
Successful involvement in planning, implementing and evaluating initiatives to raise achievements	●	●	●
Sustained successful experience as a classroom practitioner across the age and ability range 11 to 19	●		●
Experience of working with data to promote learning and achievement	●		●
Experience of raising the achievement of diverse groups of students across the ability range	●		●
Evidence of leading and managing effective and significant change across at least two key stages	●		●
Experience of building productive relationships with staff, students and parents and governors	●		●
Management and leadership skills:			
Success at motivating staff to raise students performance and at enthusing them to develop new ideas and initiatives	●	●	●
Ability to maintain effective working relationships at all levels whilst demonstrating a flexible approach	●	●	●
Evidence of the ability to delegate, consult and be decisive	●	●	●
Professional knowledge and understanding			
Knowledge and understanding of recent curriculum developments and wider educational issues	●	●	●
Knowledge, understanding and the ability to use ICT to promote learning and for management tasks (some experience of constructing whole school timetables would be desirable)	●	●	
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	●	●	
Behavioural competencies:			
The ability to promote and maintain the highest standards in all aspects of the work in the school.	●	●	
Team player with energy, enthusiasm and perseverance.	●		
Experience of working under pressure and managing competing demands and deadlines	●	●	

The ability to communicate effectively both orally and in writing, with a variety of audiences across the whole school	•	•	•
An understanding of the role of leadership team members and the professional qualities required to fulfil the role effectively	•	•	•
Commitment to supporting whole school events and extra-curricular activities	•	•	
A willingness to listen, empathise and to be self-critical and reflective	•		•
A sense of fun as well as the ability to work hard and calmly under pressure	•	•	•

Head of English
Leadership Pay Range, inclusive of Teacher's Inner London Weighting
Job Start: September 2021

We wish to appoint a dedicated and inspirational Head of English to play a key role in the next phase of our development from a Good to Outstanding School.

Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs. Teachers new to the profession value the high-quality mentoring and support that they receive. They also appreciate the career opportunities provided by the school."

We are looking for someone who:

- is passionate about English with the ability to inspire students
- can demonstrate excellent teaching and classroom management skills
- has the ability to build good relationships with all students and adults
- has a commitment to developing curriculum activities within the English Faculty
- can promote and maintain the highest standards in all aspects of the work in the school

We can offer you:

- children and young people who are eager to learn and progress
- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment recently refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk

Application forms can also be returned to HR via email.

Application closing date: 9am on Wednesday 19th May 2021
Interview and Assessment: Monday 24th May 2021

We are a diverse community. committed to equality, and welcome applications from candidates from black and ethnic minority backgrounds.

Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Haggerston School

APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)

- verification of identity and qualifications
 - Barred List Check
-
- a satisfactory enhanced Disclosure and Barring Service check
 - where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
 - verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
 - satisfactory completion of a probationary period

WARNING

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the Disclosure and Barring Service.