



BE KIND
WORK HARD
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DIRECTOR OF ENGLISH

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community in Amble, on the beautiful Northumberland coastline.

Our school was formed by the merger of a middle and a high school, giving a unique educational experience for children in our community. Unlike pupils in many primary schools, our key stage 2 children have access to a fabulous array of facilities that are usually reserved for those in secondary school. These facilities including science labs; an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. This improvement was validated by Ofsted last summer where we achieved 'Good' status for the very first time in the school's history. We're very proud of this fact, especially as it was a real team effort – every member of our staff contributed to that judgement, and every member of staff plays their part in ensuring our students are well cared for, feel safe and learn well. We're a kind and caring school, and our kind and caring staff are pivotal in our continued success. When you join JCSC you join a dedicated and supportive team unlike any other.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley , School Business Manager on 01665 710636.

Yours faithfully



Neil Roberts

NEIL RODGERS
Executive Headteacher

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Development and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Equal Opportunities

James Calvert Spence College is committed to ensuring equal opportunities. All qualified applicants will receive consideration for employment without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity.

Director of English

Permanent, Full Time

Leadership Scale 4-8

Dear Applicant

Thank you for your interest in this key position for our school.

James Calvert Spence College is an evolving school, currently a 9-18 school as a result of a merger between middle and high schools, but transitioning into an 11-18 secondary school by next September.

Additionally, the planning work for our new build school is almost at an end, with building work anticipated to start later this year and the doors opening in summer 2026.

With such a bright and exciting future ahead of us, now is the perfect time to join us! We are looking to appoint an inspirational Director of English to further improve outcomes at GCSE and A-level. Our last Ofsted (June 2022) rated us as a good school in all aspects – something we are incredibly proud of, and which came about as the result of hard work and honest, supportive communication between every member of the school team. ethos and culture within our school.

I'm looking for the right person who can further develop the delivery of English across the school to ensure that expectations of staff, parents and students are uniformly high, so that measurable outcomes continue to improve. Ultimately, our school needs someone who loves English, understands data (and how it can be used to drive improvement), can hold people to account and who cares passionately about the community they serve.

I'm looking for someone who is an excellent teacher, who has a depth of knowledge and experience around what makes English teaching exciting and effective, and who thrives on the wonderfully unpredictable nature of working with teenagers.

I'm looking for a colleague who can work as part of our close-knit team and who wants to make a real difference to the lives of our students – they deserve the best, and I'm determined to give them nothing less.

You will be a key part of the school's senior leadership team and, as such, will be involved in strategic planning and decision making across all phases. It's an exciting, vibrant and unique place to work. It's never dull - no two days are the same - but you will smile every day, and you will make a difference.

I hope that, after reading the information on offer and visiting our website at www.jcsc.co.uk, you feel compelled to apply for the post. To do so, please complete the application form and return it with a letter of application that demonstrates your suitability for this role and how you feel you could benefit JCSC as it moves into its next, exciting phase.

If you would like to know more about the role or visit the school, please contact Louisa Hedley, Executive Assistant on lhedley01@jcsc.co.uk or 01665 710636. A completed application form must be submitted by noon on Sunday 12 May by e-mail to lhedley01@jcsc.co.uk. Please indicate clearly the title 'Director of English Application' in the subject field of your email. Interviews will be held on Friday 17 May 2024.

Further information about all our current vacancies is available at: [Vacancies – James Calvert Spence College \(jcsc.co.uk\)](https://www.jcsc.co.uk/vacancies)

JCSC is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo enhanced DBS clearance.

**Director of English
JOB DESCRIPTION**

Leadership scale: 4 - 8	
Reporting to: Assistant Headteacher	
Responsible for: All personnel within the directorate	
Job purpose	<p>The Director of English is accountable for the quality of provision and outcomes in the subject area(s) for which they have responsibility at KS2 (until the end of school year 2024-25), KS3, KS4 and KS5.</p> <p>As a member of the Senior Leadership Team (SLT) within the school, all Directors are required to:</p> <ul style="list-style-type: none"> • Raise standards and student outcomes in the subject area(s) within your directorate across all year groups • Be an effective leader for the teaching and learning within your curriculum area • Ensure at least good student progress for all students and sub-groups • Lead, develop and enhance the teaching practice of others within the directorate • Be accountable for leading, managing and developing the provision within your directorate • Have line management responsibility for the teaching staff within the directorate • Analyse data effectively, reporting to line manager and Governors on trends and outcomes • Use data analysis to ensure gaps are closed between groups of students • Provide senior leadership pastoral support to tutors and members of the pastoral team where necessary
Duties and responsibilities	<p>The Director of English will:</p> <ul style="list-style-type: none"> • Lead colleagues who are delivering English lessons • Promote high quality teaching and learning practices • Be accountable for the strategic leadership, management, student outcomes and development of English staff • Produce, update and review the English directorate self-evaluation documentation and development plan • Represent the English directorate's interests to the whole school and to represent the school's interest to the directorate • Devise and implement strategies which lead to the achievement of the aims of the School Development Plan • Develop the English curriculum to best meet the needs of the students at JCSC • Keep up to date with the latest subject knowledge and national policy relating to subject teaching, curriculum and qualifications • Manage and quality assure the teaching within their directorate • Analyse assessment data for students and propose actions • Liaise with the AHT - Teaching & Learning Lead to establish the CPD needs of line-managed staff

<p>Leadership and management / whole school responsibility</p>	<ul style="list-style-type: none"> • To take ownership of a specific school-wide leadership issue, to be discussed and agreed with the Executive Headteacher • To liaise effectively with the Deputy Headteacher to ensure the English curriculum is broad, ambitious and reflects the needs of our students irrespective of their starting point • To make a significant contribution to school improvement, planning and evaluation • To take responsibility for an agreed area of the school building around the English classrooms, maintaining order and assisting in pastoral issues as and when necessary • To promote teamwork and to lead and motivate staff to ensure effective working relations and outcomes • To ensure the school meets its responsibilities under the Equality Act 2010 and other relevant legislation and guidance in terms of reasonable adjustments and access arrangements. • To undertake appropriate personal CPD, lead the provision of CPD within the department and to provide CPD opportunities to the whole staff body, such as on training days and similar occasions
<p>Communications</p>	<ul style="list-style-type: none"> • To co-ordinate the work of External Agencies in support of students with SEND • To ensure students transferring to and from another school have all relevant information conveyed to appropriate bodies and support a smooth transition
<p>Teaching duties</p>	<ul style="list-style-type: none"> • A reduced teaching timetable is associated with the role in order to give opportunities to observe, coach and support during normal school hours • All teaching should be carried out within the framework of current legislation, school and policy guidelines. • The specific needs of individual students should be catered for • Planning and preparing courses, schemes of work and individual lessons, appropriate to the needs, interests, experience, and existing knowledge of pupils • Setting and supervising work for pupils • To teach a class, classes, sets, groups or individual students and to set tasks to be undertaken at school and elsewhere • To mark and assess pupils' work and to record their progress, attainment and development according to school policies both at school and elsewhere
<p>Management of resources:</p>	<ul style="list-style-type: none"> • To ensure the effective appraisal and performance management of colleagues within the English directorate, providing support to ensure targets can be met • To manage the directorate budget, comply with all financial regulations and procedures and ensure funding is being used effectively • To advise on other resources to meet pupils' needs effectively, including staff deployment and timetabling of support.



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Additional duties:	<ul style="list-style-type: none">• To strictly adhere to the principles of the UK General Data Protection Regulation• To actively promote safeguarding, student wellbeing and associated procedures in line with Keeping Children Safe in Education and school protocols
<p>Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). As a Senior Leader, the postholder is not governed by 1265 and may be directed to work beyond the core hours of an MPS/UPS teacher.</p> <p>The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management. This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions. The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law, and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety. The school 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.</p> <p>JCSC is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.</p>	

**Director of Subject Area(s)
PERSON SPECIFICATION**

The successful candidate is likely to possess all or most of the following:

Criteria	Focus Area
Qualifications and experience	A university graduate with a relevant subject and Qualified Teacher Status (essential)
	Significant and successful experience of teaching English in a secondary school
	Evidence of being able to motivate, inspire and lead staff, parents and children
	Have influenced the quality of teaching and learning in their current role
Knowledge and understanding	Knowledge and understanding of safeguarding and child protection procedures and health and safety requirements
	Significant experience of working across the secondary age range
	Teaches to at least a good standard
	Up-to-date knowledge and understanding of national curriculum requirements in English
	Knowledge of examination requirements in Key Stage 4 and/or willingness to learn at KS5
Skills	Awareness of equal opportunities and issues in relation to diversity, equality and inclusion
	Ability to communicate clearly, both orally and in writing, to a range of audiences
	An innovative thinker who can encourage, promote and implement new ideas, with the ability to influence change whilst motivating others
	Able to work effectively under pressure, be flexible and prioritise to meet deadlines
	Good analytical skills, being able to use data and consider complex information, summarise and draw appropriate conclusions and make decisions
Personal attributes	Ability to both lead and manage colleagues
	Ability to put the needs of students first and at the heart of every decision
	Shows an understanding, caring and supportive approach to students, staff and parents/carers
	Evidence of continuing professional development that has a positive impact on their performance
	A clear understanding of the JCSC aims and ethos and buy in to the relational approach