

Toynbee School

**Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL**

**Appointment
of
Assistant Head of English**

Contact Details:

Tel: 023 80269026
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APPLICATION DETAILS

Please find enclosed the following details:

- English Department profile
- A Job Description/Person Specification
- School Details

An application form (teaching staff) is available to download from Toynbee School website. See link below:
www.toynbee.hants.sch.uk/vacancies.php

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

TOYNBEE SCHOOL

English Department

The vision of the English department at Toynbee is to develop a love of literature; teaching pupils to look beyond the obvious and question the world.

The department comprises of ten hard-working, loyal and enthusiastic teachers. The departmental leadership structure consists of a Head of Department and two Assistant Heads of Department.

There are eight English classrooms and a departmental office/workroom.

Key Stage 3 – Year 7, 8 and 9

- Pupils are taught in mixed ability groups, comprising approximately 25-28 pupils per class.
- Year 7 and 8 pupils are taught their lessons across 7 x 1 hour lessons over 2 weeks.
- Year 9 pupils are taught across 8 x 1 hour lessons a fortnight
- There are currently Schemes of Work in place for all topics.

Key Stage 4 – Year 10 and 11

- Pupils are taught across 8 x 1 hour lessons a fortnight over the Key Stage.
- Pupils are taught in mixed ability groups.
- All pupils study GCSE English Language (EDUQAS) and Literature (AQA)

Curriculum Development

The Department are currently focusing on:

- Ensuring our curriculum is robust, sequential and meaningful and linked to the National Curriculum.
- Further refining the KS4 curriculum to promote even better progress.
- Developing strategies to secure even better outcomes for our most able pupils

Continued Professional Development

The school offers outstanding CPD opportunities. We work closely with the Local Authority and have many links with subject inspectors and local schools. We pride ourselves on an internal training programme which is second to none. All staff are able to contribute to this.

Toynbee School Job Description

Post	Assistant Head of English	Current Post Holder	
Allowance/ Scale	2a	Date Reviewed	
		Signed	

Accountability:

Responsible to the Headteacher, the Senior Leadership Team and the Head of Department.

Job Purpose:

To be responsible for supporting the Head of Department with raising standards across teaching, learning, progress and curriculum development within a subject area

Duties and Responsibilities:

1. To support the Head of Department with the organisation of the department and the development of the curriculum and schemes of work.
2. To co-ordinate work scrutinies and collate standardisation materials as required.
3. To take responsibility for the leadership of a curriculum area within English, its development and the organisation of its teaching materials under the direction of the Head of Department.
4. As directed by the Head of Department be responsible for exam administration.
5. To coordinate the raising of standards in English, and carry out observations, mentoring and support.
6. Under the direction of the Head of Department, maintain, develop and administer the departments policy on assessment and recording, liaising with others in the school on the departments behalf.
7. Under the direction of the Head of Department, maintain the department's data tracking system and implement interventions to improve pupil outcomes.

8. To disseminate Toynbee teaching improvement and CPD strategies to the department under the direction of the Senior Leadership Team and Head of Department.
9. Act as a Staff, RQT, NQT or PGCE mentor as required by the Head of the Department.
10. Support the Head of Department in all reasonable ways with the leadership and running of the curriculum area.
11. Other duties deemed suitable by the Headteacher that are commensurate to the TLR

Person Specification: Assistant Head of English

Criteria	Essential (E) or Desirable (D)
<p>Professional Values and Practices</p> <ul style="list-style-type: none"> • High expectations of all students • Ability to contribute to the corporate life of the school • Commitment to their own professional development • Commitment to equal opportunities 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Good Honours Degree (subject area) • Qualified Teacher Status 	<p>E</p> <p>E</p>
<p>Teaching and Classroom Management</p> <ul style="list-style-type: none"> • Ability to inspire and motivate learners • Ability to plan lessons on the basis of learning objectives and information about prior learning • Ability to select and prepare appropriate resources • Understanding of and compliance with safe practices • Understanding of and compliance with the requirements of the National Curriculum programmes of Study and related schemes of work • Understanding of the importance of literacy, numeracy and Citizenship within their subject area • Ability to use new technologies to support and accelerate learning 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>Monitoring and Assessment</p> <ul style="list-style-type: none"> • Ability to assess students' learning and to use this assessment to plan future teaching and raise student achievement • Understanding of the importance of Assessment for Learning • Understanding of the use of success criteria and grade/level descriptors when making assessments 	<p>E</p> <p>E</p> <p>E</p>
<p>Communication</p> <ul style="list-style-type: none"> • Have written and oral skills of a high order • Be able to build professional relationships and work sensitively with a wide variety of people • Demonstrate good presentational skills 	<p>E</p> <p>E</p> <p>E</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Verbal and written communication skills suitable for working with parents, colleagues and students • Experience of working with young people outside the classroom • Have a love of teaching and learning and sensitivity to young people • Have integrity, optimism, flexibility, resilience • Have stamina to cope with the demands of the post • Be able to adapt to changing circumstances and new ideas • Show commitment and reliability 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be an Assistant Head of English at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher