



GREENSHAW
LEARNING TRUST



*Orchard Park
High School*

Head of English

Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8.

We are thrilled to share with you this exciting opportunity to join us as **Head of English** and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is a highly successful school proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

Our English department is hugely successful. The curriculum is vigorous, thoroughly sourced with booklets, assemblies and teacher guides. We cover a broad range of texts from across time and constantly develop the subject knowledge of staff in the highest quality of CPD. We benefit from a Trust wide subject network, a 2 i/c, a lead practitioner and English teachers within the Senior team. Every school day begins with tutor reading and our library is at the heart of our school.

Working at Orchard Park High School takes dedication, warmth and tenacity. The successful applicant must be high performing, passionate about English and enthused by the opportunity to drive an excellent department forward.

The successful candidate will have a passion for improving teaching and learning, a strong understanding of developments in education and will be able to introduce ideas and strategies that have been proven to work elsewhere. They will also have exceptional organisational and personal skills to continue to develop an environment where fantastic learning can take place and all students feel able to access the highest outcomes.

You will also benefit from the expertise and constant feedback from Greenshaw Learning Trust. We work closely with them every single day, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal role for you.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

We would welcome an informal conversation with any potential candidates; to arrange this, please contact Michele Stone via email: mstone@orchardparkhigh.net



Carly Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Headteacher
Line Management:	<i>Departmental</i> teachers, support staff
Contract:	Permanent
Salary:	MPS/UPS + TLR 1C (£13,403) outer London
Hours of Work:	This is a full time post
Place of Work:	Orchard Park High School
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Trust is an accepted organisation for the purposes of the Teachers' Pension Scheme administered by Teachers Pensions and governed by the Teachers Pensions Regulations 2010. Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements.
Holiday Entitlement:	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring enhanced Service Check:	This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description

Key Purpose, Main Duties and Responsibilities

- To set, monitor and evaluate the pupil progress in KS3 and in KS4 public examinations to make a measurable contribution to whole school performance
- To lead curriculum development to ensure the delivery of an appropriate, comprehensive, ambitious, resourced, high quality and cost-effective curriculum programme
- To drive departmental improvement which contributes positively to the achievement of the school development plan and which actively involves all subject teachers in its direction and implementation
- To engage all subject staff in the creation, consistent implementation and ongoing improvement of schemes of learning
- To work closely with GLT on curriculum as required
- To review teaching and learning, monitoring the progress of all pupils including those identified as requiring additional support (SEN) and the highest attaining students
- To ensure all pupils achieve success
- To provide regular feedback for subject colleagues in a way which recognises best practice and supports their progress.
- To ensure all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies
- To act as a role model in leading subject staff through own high-quality teaching, continuous professional development and professional presence in the department
- To contribute to the development of whole school strategic planning and policies through membership of the Subject Leaders group
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy
- To ensure the efficient deployment, organisation and upkeep of resources, including the responsibility that rooms and areas used by the department provide a safe, high quality environment for learning
- To prepare for and attend regular line management meetings with a member of SLT
- To support the school development of literacy across the curriculum
- To support the wider running of the school by contributing to duties, policies, meetings and the daily life of the school.

The post holder will carry out any reasonable tasks as directed by the local governing body, Headteacher or the GLT Director of Secondary Education.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	Essential	Desirable
Education, Qualifications and Training		
Education to degree or equivalent level in English (or a relevant subject) plus teaching qualification	●	
Relevant postgraduate studies		●
Experience		
Experience of classroom teaching within a secondary school setting, including evidence of high student achievement and progress	●	
Ability to use ICT effectively to support learning and raise achievement	●	
Demonstrable experience of improving pupil outcomes	●	
Experience as a form tutor and/or pastoral work	●	
Excellent knowledge and understanding of current issues in supporting the English curriculum	●	
A good understanding of the principles of supportive behaviour management	●	
Evidence of reflective practice leading to improved skills	●	
Successful experience in position of responsibility or evidence of the potential to fulfil such a role	●	
Professional skills and abilities		
Ability to positively influence the work of individuals within the English team	●	
Good organisational and time-keeping management skills	●	
Promote high expectations of pupils	●	
Good or outstanding practitioner	●	
Able to work constructively individually, and as part of a team under pressure	●	
Excellent oral and written communication skills	●	
Strong commitment to the values and ethos of the school	●	
Personal Qualities		

Knowledgeable and highly competent	●	
Excellent attention to detail	●	
Ability to be self-motivating	●	
Comfortable and confident in engaging with sensitive staffing issues	●	
Readiness to identify and respond to new challenges	●	
Work related personal requirements		
Committed to equality of opportunity	●	
Ability to maintain strict confidentiality of information received and processed as part of the job role	●	
Able to focus on solutions rather than problems	●	
Ability to demonstrate sound judgement and decision-making skills	●	
Able to maintain professional standards in times of stress and high work load	●	
Ability to motivate large numbers of students and staff	●	
Understanding of own strengths and areas of development	●	
Other work requirements		
Ability to meet physical/social/emotional needs of students	●	
Must be open to coaching and mentoring	●	

The Recruitment Process

1. Application

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

A tour of the school will be held on Wednesday 27 March from 8:15 to 9:30am. Please email mstone@orchardparkhigh.net if you would like to book for a tour.

Applications must be received no later than **9am on Wednesday 17 April 2024**.

2. Shortlisting

Shortlisting will be finalised on the same day. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held shortly after shortlisting. This will be on **Friday 19 April 2024**.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback following the interviews.

5. Taking up post

The successful applicant will take up the post on 1 September 2024.

6. Additional information

For further information, please contact Michele Stone on mstone@orchardparkhigh.net or call 0208 776 0220

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.