

Head of English at Chichester Free School

The Governors are seeking an exceptional teacher with the energy and vision to lead English at Chichester Free School.

You will have the exciting opportunity to help create the curriculum for English from the ground up. As we begin our second year as a Free School, you will join our hard working and friendly team to further develop our new school. There will be opportunities for you to teach in the Infant and Junior phases and you will have time to develop both outstanding lessons for our students, and yourself as an innovative practitioner and leader.

The Governors are looking for strong academic experience but also experience of working in a school committed to our values and ideals, where the co-curricular life of the school is as vital as the rigour of the taught curriculum. The Head of English will be an outstanding educator and leader with vision for the development of the highest quality of teaching and learning amongst staff and students. They will be committed to ensuring every student makes excellent progress. Excellent communication and interpersonal skills together with an ability to develop quality relationships with students, parents and staff are important elements of the role.

The key priorities for the Head of English in their first 12-24 months will be to:

- Develop an effective English Curriculum for both KS3 and then KS4
- Lead the department and support them in realising their potential
- Develop your creative and innovative practice and that of your students
- Engage in rigorous programmes of monitoring and evaluation of the Department's teaching and learning with reference to the success criteria as outlined in the plans
- Engage with parents, stakeholders and the community

Terms of Employment

An attractive package, commensurate with the importance the Governing Body attaches to the post and the qualifications and experience of the successful candidate, will be the subject of discussion at the time of appointment.

The post is superannuated through the Teachers' Pension Agency.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check and a satisfactory medical report.

For further information and informal discussion about this post, please do not hesitate to contact Karie Wright at recruitment@chichesterfreeschool.org.uk or on 01243 850544

Candidates should complete an Application Form and covering letter addressing the criteria presented in the role description and person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk Sorry we cannot accept CVs.

Short-listed candidates will be invited to interview in the week beginning Monday 3 February 2014.



Introduction

Chichester Free School is a non-profit making, independent, state-funded school set up in the Chichester area, established in response to real demand within the local area for a greater variety of schools. It was established by a group of parents and teachers who are all absolutely committed to providing young people with the best possible chance to succeed.

Chichester Free School is the project development and trading name of Sussex Education Trust Limited. The Trust is incorporated with the charitable objective to establish, maintain, manage and develop a school offering a broad and balanced curriculum.

In 2013 we opened with Reception and Years 1, 3, 7 and 8 and will grow year on year until we are at capacity in around 2019 with 1170 pupils with pupils aged 4 to 19. Chichester Free School is one of 10 all through schools expected to open in September 2013.

Chichester Free School will be open to pupils of all abilities. We do not have a catchment area, thus ensuring that Chichester Free School is fair and inclusive and available to anyone who wants to apply. We will take part in the West Sussex County Council (WSCC) admissions process, so parents will apply for places for their child in the same way as any other local school. However, in our first year, we had the opportunity to work outside the WSCC admissions, which meant that parents made their applications directly to the school.

Free School Status

Chichester Free School will benefit from the same freedoms and flexibilities as academies, including:

- the ability to set our own pay and conditions for staff.
- freedom from following the National Curriculum.
- greater control of our budget.
- freedom to change the length of terms and school days.
- freedom from local authority control.
- appointing teachers who will not necessarily need to have Qualified Teacher Status.

We will be subject to the same Ofsted inspections as all state schools and will be expected to maintain the same rigorous standards.

Governance and Management

Sussex Educational Trust Limited is a charitable company limited by guarantee and registered in England and Wales under registration number 7874411. The Trust company is a qualifying Academy Trust as defined by the Academies Act 2010 and an exempt charity under schedule 3 of the Charities Act. The Trust is directly regulated by the Department of Education.

The Governing body of the Trust is accountable to the trust members and currently consists of 10 Governors all of whom are also the statutory directors for Companies Act purposes. In due course the Board will expand to include a minimum of two parent Governors and a number of staff Governors such that the number of staff governors shall constitute up to one third of the Board. The Governing Body is chaired by Mr Stephen King with Mr Simon Webber as Vice-Chair and Finance Governor. The Board includes experts in education, finance, legal, HR, marketing and property and delegates who function with responsibility to a number of committees and report back to the full Board as required under their terms of reference.

There will be approximately 76 teaching staff and 45 support staff when the School is fully open.

Our Vision

We believe that local children will benefit from an all-through school

Unlike any other state school in the county, we will provide a seamless education from age 4 to 19. Experience shows us that there is disparity between primary and secondary teaching approaches and there are negative effects around transition from Year 6 to Year 7. The school will be two-form entry throughout Reception and KS1 and KS2 and four-form entry throughout KS3 and KS4. We will also accommodate 150 students into our 6th Form.

We believe that the quality of our teachers is fundamental to the success of our school

Our faith in children's learning stems from our faith in the quality of teaching that occurs in our school. We will recruit proven individuals who we regard as being absolutely the best person to teach. Through a robust process of performance management our staff will receive guidance and support to ensure they continue to do their very best. We hope all our staff will feel honoured to be part of our Chichester Free School.

We believe that a good education is not just about qualifications

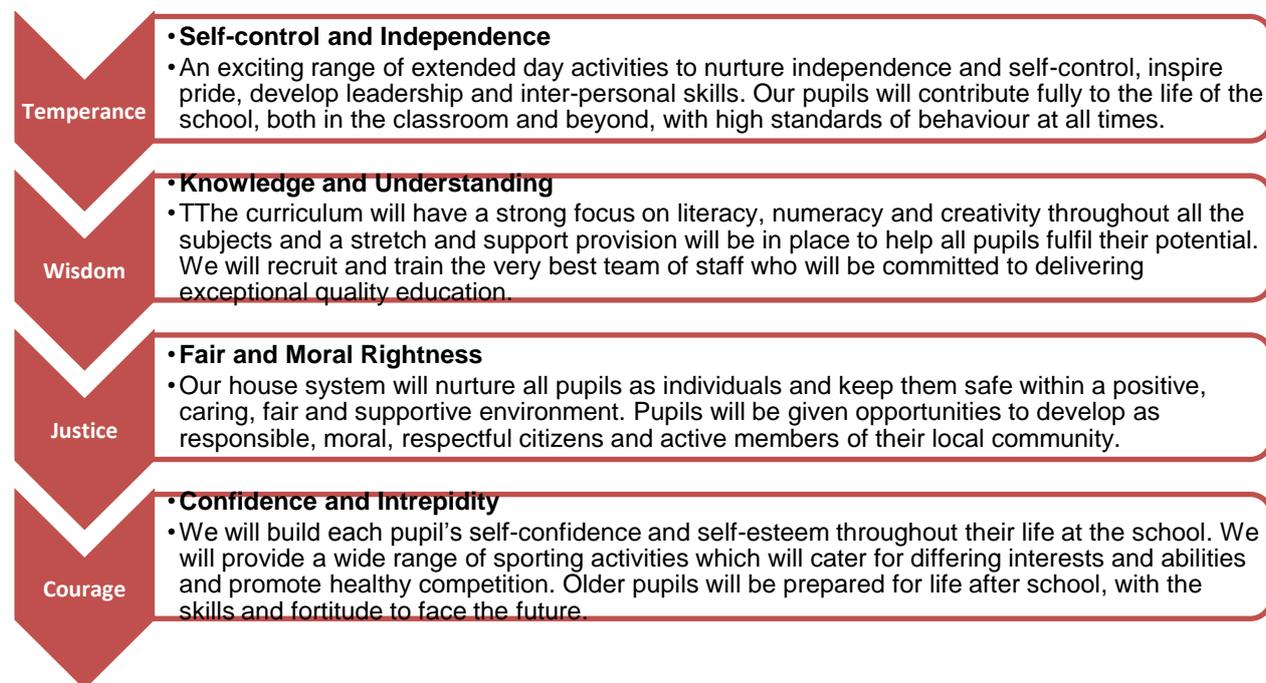
We have talked to many local businesses who are not satisfied with the standards of school pupils either on work experience or applying for jobs. We know that personal skills such as appearance, good speaking and listening skills, common sense, a resilient and hardworking attitude and ambition are often lacking. Our innovative Community and Skills Curriculum will focus on these qualities and ensure that every child is ready and equipped for their future after school.

We believe that local children will benefit from our open admissions policy

We will follow the new schools admission code however we will not include a catchment area as we believe families should have freedom of choice. Unlike all the other schools in our local area, we absolutely do not want a family's background, location or faith to be a barrier to their child's success. A lottery approach will take place instead.

Our Ethos

Our **ethos** follows the four cardinal virtues which have their origins in Greek philosophy.



Chichester Free School will also provide all pupils with the foundations for life by teaching essential personal skills alongside a broad education. We believe that understanding and following these virtues will help our pupils go on to lead rich and fulfilling lives.

What Do We Want To Achieve?

Chichester Free School aims to prepare its pupils for their future by giving them not only the necessary qualifications but the vital personal and employability skills they will need to lead successful and fulfilling lives. Every pupil will achieve their academic potential.

Success Criteria - Whole School

- 85% of pupils will achieve a score of 6 or more in each of the 13 assessment scales in EYFS.
- Our pupils will be competent 'free' readers and be able to write in a legible joined-up script by the age of 8.
- Reading and writing levels will be in line with pupils' ages.
- 95% of pupils will achieve English Level 4 and 35% level 5 by the end of Year Six.
- 95% of pupils will achieve Maths Level 4 and 40% level 5 by the end of Year Six.
- 75% of pupils will achieve 5 A* - C GCSEs including English and Maths.
- 100% of pupils will achieve 5 A* - G Grade GCSEs.
- 60% of pupils will achieve the English Baccalaureate.
- 15% of students who continue to the 6th Form will achieve 3 or more A levels at A*/A or equivalent.
- 100% of students who continue to 6th Form will achieve 2 or more A levels or equivalent.

Every pupil will learn vital personal and employability skills and emerge with a clear vision for their future.

Success Criteria - Every Pupil Will:

- successfully complete their Chichester Free School Personal Passport year on year.
- take part in at least two after school clubs.
- participate in a school public speaking event by the time they leave.
- take part in the School Leadership Award Scheme.
- receive life-coaching through our Youth Coaching programme.
- have a detailed careers information and advice guidance programme.
- complete a work-based placement.

In addition, 95% of our pupils will go onto some form of continuing education or workplace training.

Every pupil will be an active member of the community.

Success Criteria

- All pupils will complete their Chichester Free School Passport.
- All pupils will take part in the school volunteers scheme.
- All pupils will take part in the Duke of Edinburgh Award scheme, Combined Cadet Force or similar.

Structure of the School

We believe that providing our local area with a co-educational 2-form entry primary and 4-form entry secondary plus a small 6th Form of approximately 150 pupils is necessary to achieve our overall aims.

	2013	2014	2015	2016	2017	2018	2019	2020
Reception	60	60	60	60	60	60	60	60
Year 1	30	60	60	60	60	60	60	60
Year 2		30	60	60	60	60	60	60
Year 3	30		30	60	60	60	60	60
Year 4		30		30	60	60	60	60
Year 5			30		30	60	60	60
Year 6				30		30	60	60
Year 7	60	90	120	120	120	120	120	120
Year 8	30	60	90	120	120	120	120	120
Year 9		30	60	90	120	120	120	120
Year 10			30	60	90	120	120	120
Year 11				30	60	90	120	120

Year 12				50	50	75	75	75
Year 13					50	50	75	75
Totals	210	360	540	770	940	1085	1170	1170

Our Curriculum

Our curriculum has two distinct features, which combine to underpin, support and shape our education plan:

<p>A rigorous programme of <u>traditional academic</u> subjects, establishing depth before breadth, which will be supported and complemented by our <u>creative curriculum</u>.</p>	<p>A far-reaching <u>Community & Skills Curriculum</u> to teach pupils essential skills and strategies for life, study and work.</p>
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These two curriculum features are complementary. They are designed, in principle, to provide balance and equality, so that the curriculum is accessible to each and every pupil, regardless of their background and ability.

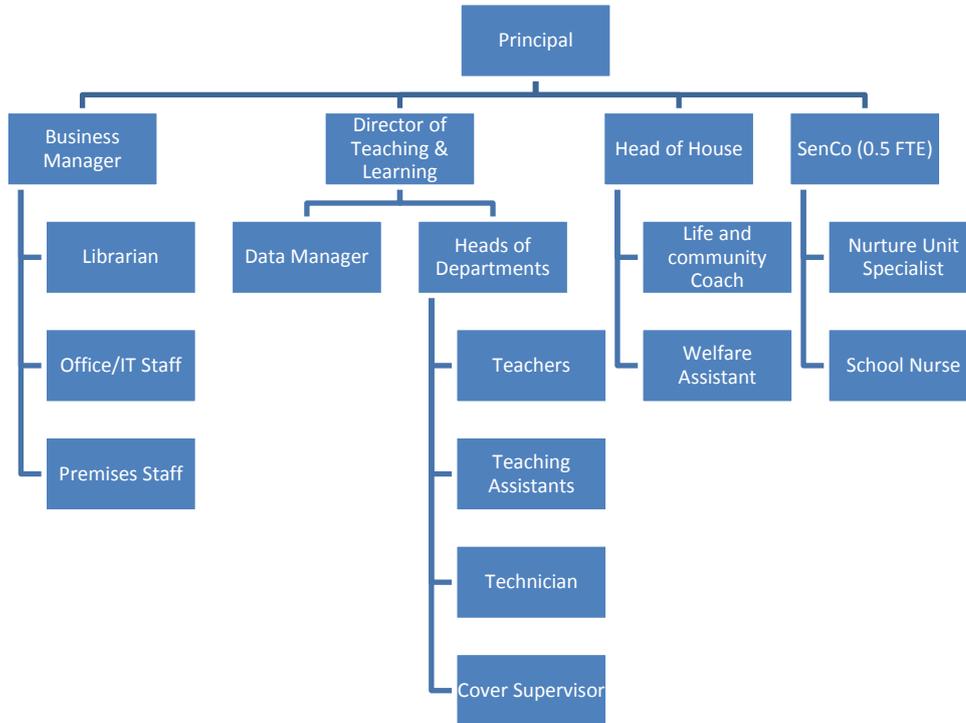
As a result of our curriculum our pupils will become life-long learners, be independent, confident and hard-working and know what it is to enjoy a commitment to their chosen future path.

Staff Structure

Year	2013	2014	2015	2016	2017	2018	2019
Pupils	210	360	540	770	940	1085	1170
Leadership	3	4	4	5	6	6	6
Teachers	11.5	22.5	33	49.3	59.3	65.3	70.6
Support	5.7	8	11.3	15	18.5	22.3	26.9
Administration	7.5	8.1	11.9	14.8	16.2	18.6	18.6
Total Staff	27.7	42.6	60.2	84.1	100	112.2	122.1

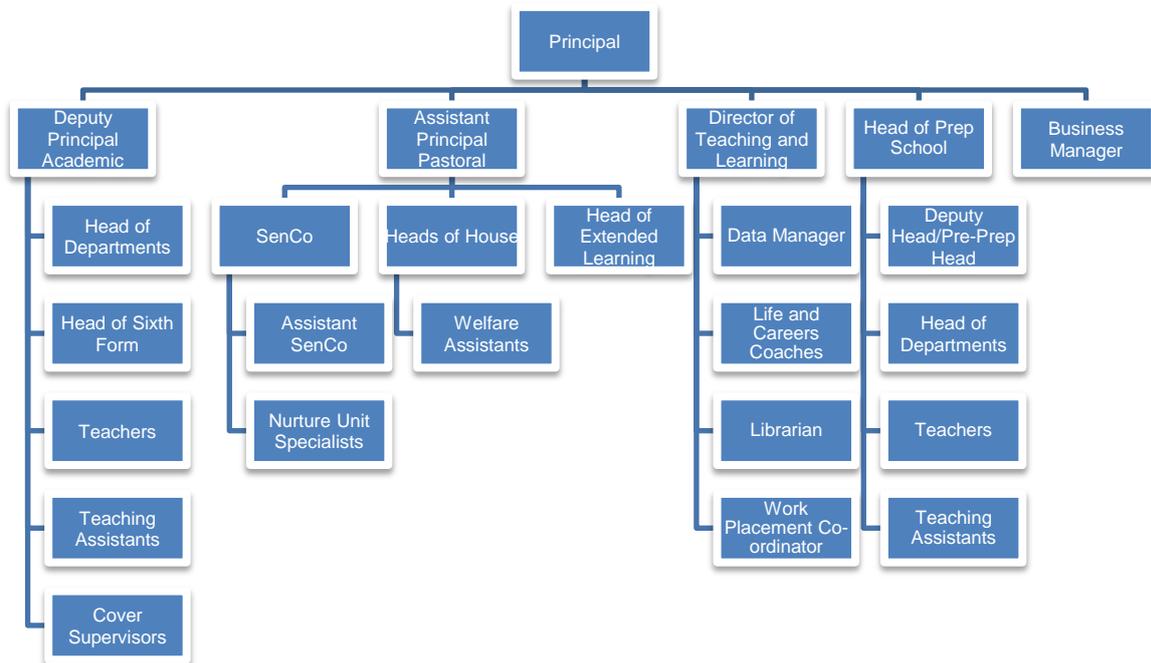


Year One Staffing Structure



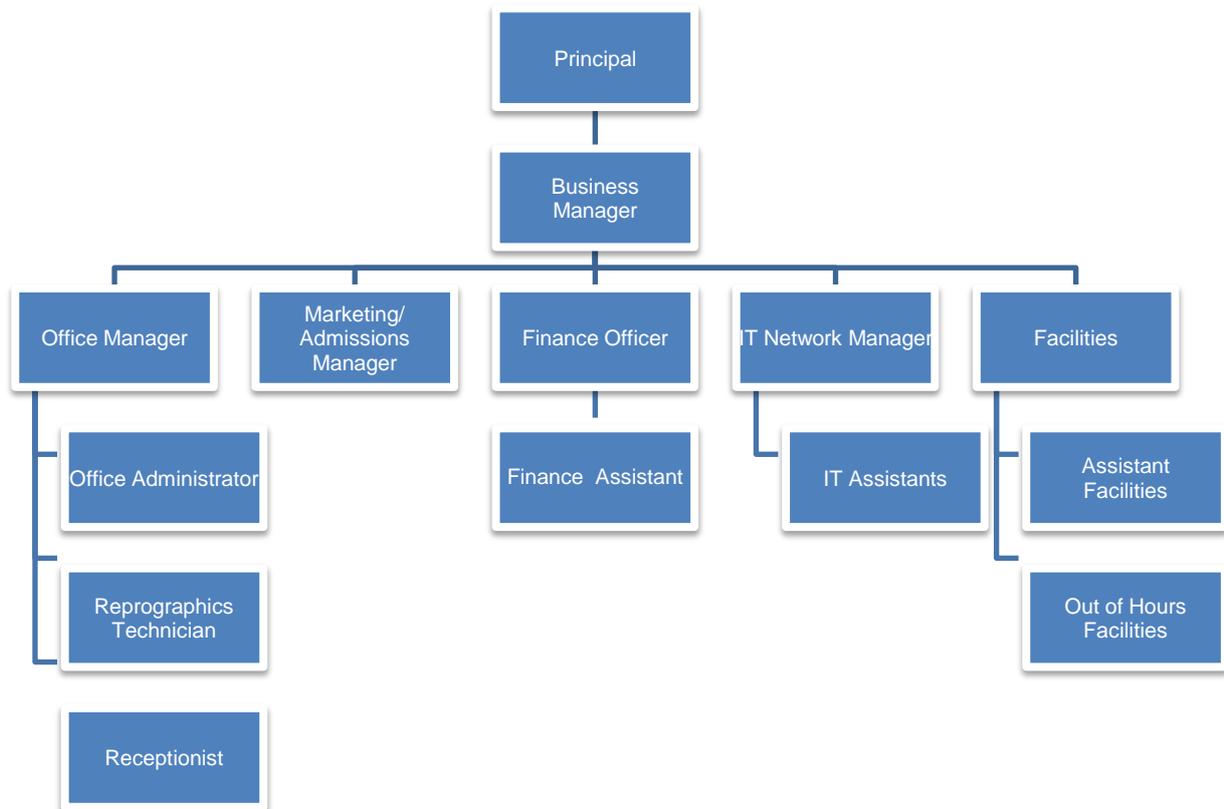


Academic Staff Structure at Capacity





Support Staff Structure at Capacity



Role description

We are seeking a well-qualified and outstanding Head of English to nurture, challenge and inspire the children of Chichester Free School. He or she will also be expected to make a contribution to the School's extensive co-curricular programme and candidates should give an indication of their areas of interest.

The successful candidate will be a creative individual, excited by the challenge of designing an English department from the ground up. He or she will be a problem solver, looking for opportunities to craft engaging explorations and discoveries from any aspect of school life. We are looking for an excellent teacher, able to enthuse students across phases, teaching primarily in the Senior school, but also delivering lessons in the Primary phase of the school.

The person appointed to this post will be expected to:

- offer a specialist background in English
- offer key leadership skills and knowledge of English department practise
- demonstrate the skills, knowledge and understanding of a highly-competent teacher and contribute fully to the continuing development of English within the School

The successful candidate will:

- be a well-qualified, enthusiastic graduate of English
- be a highly-skilled and competent teacher who is energetic and totally committed to the ethos of the School
- readily establish excellent relationships with both staff and students
- have experience of either second in department or leading a key aspect of English
- have an up-to-date awareness of current issues relating to English teaching
- enjoy pioneering new developments in pedagogy
- innovate through use of resources, including new technologies
- be skilled in behaviour for learning
- value creating an inspiring learning environment
- explore opportunities to further participation and achievement in their subject, e.g. Debating or Creative writing
- possess drive, expertise and enthusiasm
- be well-organised and disciplined when it comes to administration of the department
- possess an optimistic and resilient style when faced with pressure
- be able to communicate well with children and young people, having an understanding of safeguarding and promoting the welfare of young people. In particular be prepared to demonstrate:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with any challenging behaviour
 - Professional attitudes to use of authority and maintaining discipline

Particular duties of all teachers at Chichester Free School include:

- keeping up-to-date with developments of the subject particularly having regard to matters relevant to both the primary and secondary school curriculum
- planning lessons carefully and ensuring that resources are available
- maintaining good classroom discipline having regard to the behaviour policy of the School
- regularly marking work in accordance with the marking policy of the School
- providing assessment information and written reports as required by the assessment and reporting schedule
- observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement, ensuring that they are implemented appropriately at all times
- attending all Inset and training sessions as required by the School
- taking part in the professional appraisal process as required by the School
- acting in a Pastoral role as required by the School
- taking note of the special educational and health needs of individual pupils, following advice from the Director of Teaching and Learning, SENCo or Pastoral leader
- Referring concerns about the performance of pupils to the Director of Teaching and Learning, SENCo or relevant Pastoral leader
- contributing to discussions of individual pupils or giving written advice on request from the Director of Teaching and Learning, SENCo or Pastoral leader
- making a substantive and sustained contribution to the co-curricular programme of the School
- taking part in Games or Activities
- attending major School events
- conforming to the Code of Conduct for Staff as detailed in the School's Employment Manual
- developing and maintaining good relationships with parents and the local community.

The Head of Subject is responsible to the Principal and Governors for:

- **The oversight and good management of the department**
- **The planning, organisation and review of the courses taught therein. The Head of Subject is responsible for publication of the schemes of work used in the department**
- **The capitation allocated to the department and for upkeep of stock, equipment and accommodation**
- **The progress of pupils, their welfare and the discipline within the department, in line with the stated aims and objectives of the School, liaising with the Director of Teaching and Learning, SENCo and Pastoral leaders where appropriate, and the maintenance of adequate records.**
- **The allocation of grades as required by the School and advice to pupils on choice of subjects to be taken at public examination level**
- **The internal and external departmental examination policy and administration**
- **The active involvement in the school's Learning Programme, to focus on Learning and Teaching across the school**
- **The oversight of Professional appraisal of academic staff**

As the School grows the Head of Subject will be responsible for:

- **The general supervision of the teachers' work within the department. The Head of Subject should feel free to visit and to take any form or set which is being taught in his/her subject, to make occasional inspection of the work and to advise on the carrying out of the syllabus at his/her discretion.**



- The induction of probationary teachers and supervising the smooth adjustment of new but experienced teachers to the department. All probationary staff are to be visited at least twice a term in their first year
- The supervision of student teachers and for liaising with their training establishment, where appropriate
- The timetabling of departmental staff encouraging as far as possible a fair and comprehensive spread of work
- The conducting of regular meetings, ensuring active and relevant participation of staff in pupils' welfare and departmental organisation. To promote the professional development of the departmental staff by devising a suitable responsibility structure and encouraging in-service training

All teachers at Chichester Free School commit themselves to contribute fully to the ethos and life of the School in and outside the classroom and the School operates its own salary structure.

Chichester Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. Educated to honours degree or above	Essential
b. Qualified teacher status	Desirable
c. Good honours degree First or upper second	Desirable
d. Post graduate qualifications, Masters degree/post graduate diplomas	Desirable
e. Evidence of relevant Professional Development	Essential

Knowledge Base

a. Excellent professional knowledge and understanding	Essential
b. Models of learning and teaching	Essential
c. Models of behaviour and attendance management	Desirable
d. Current educational trends and issues	Desirable
e. An understanding of assessment strategies and the use of assessment to inform the next stages of teaching and learning	Desirable
f. Principles and practice of quality assurance systems, including data analysis, self evaluation and performance management	Desirable
g. An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children	Essential

Leadership & Management

a. Excellent classroom practitioner who can lead by example, with a knowledge of adjacent phases of education	Essential
b. Experience of carrying out performance management and acting on any issue that arise from the reviews	Desirable
c. The ability to build positive working relationships, negotiate with and influence individuals and relevant groups	Desirable
d. Authority and ability to inspire confidence in students, teaching and associate staff and parents alike	Essential
e. A strong commitment to continuing professional development	Essential

Experience

a. Experience of working in high performing schools	Desirable
b. Experience of leading an aspect of an English department	Essential
c. Experience of working in an all-through school	Desirable
d. Experience of identifying priorities in learning and teaching and constructing an improvement plan	Desirable
e. Strategies that encourage parents and carers to support their children's learning	Essential

Skills Required

a. Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
b. Decision making skills: the ability to solve problems and make decisions	Essential
c. Teamwork: the ability to work collaboratively with others	Essential
d. Communication skills: the ability to make points clearly and understand the views of others	Essential
e. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
f. Able to communicate with a wide range of audiences including pupils, parents, teachers and associate staff	Essential
g. Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve	Essential
h. Ability to be innovative, creative and tenacious.	Essential
i. High level ICT skills	Essential

Attitude/approach



a. A deep and passionate commitment to the values and ethos of Chichester Free School in and outside of the classroom	Essential
b. Ability to enthuse children and adults	Essential
c. Possess a positive attitude and approach to change and development	Essential
d. Flexible and firm with the ability to know when to be either	Desirable
e. Enjoy rising to the challenges inherent in a school environment	Essential
f. Lifelong learner	Essential
g. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of Chichester Free School	Essential
h. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence	Essential
i. Developing and sustaining a learning culture that has the Chichester Free School ethos at its core, including high expectations and standards of achievement for all	Essential
k. Manage and resolve conflict.	Essential

Safeguarding

a. Evidence of commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential