



# Samuel Whitbread Academy Application Pack

Head of KS3 English



  
**BEST**  
BEDFORDSHIRE  
SCHOOLS TRUST



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# INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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**HR Assistant**  
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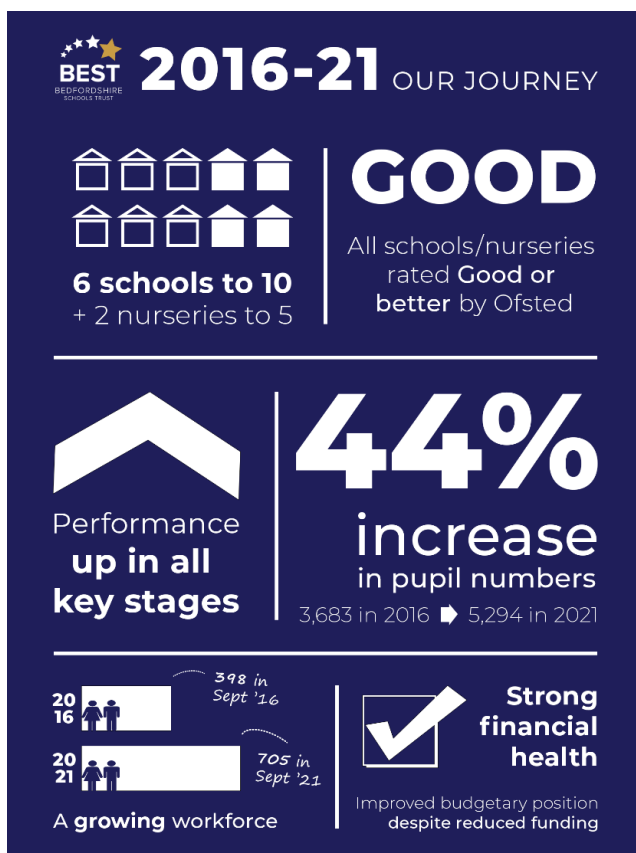
**Samuel Whitbread Academy**  
Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS  
[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire. We now educate more than 5,000 children across the area, from nursery age to advanced level study.



*This infographic charting the journey of our trust was originally created for our **5 Years of BEST** commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate



Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at [www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The first five years of BEST has been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



# ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school. In September 2025, we will transition from a 14-form Upper School to a 8-form Secondary School. You will be joining us at a very exciting and critical time in our school's history.

In our most recent Ofsted report (March 2022), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.

The English Department consists of 14 enthusiastic and collaborative teachers who have a passion for language and literature and a desire to challenge all students to be the best they can be. Through studying English at Samuel Whitbread, we aim to share our own love of the subject and of reading with our students and to bring that joy into our classrooms.

The Department is incredibly popular at KS5 and has over 60 students studying Literature and Language or Literature, both the Edexcel specification. At KS4, we follow the AQA specification and students study Romeo and Juliet, A Christmas Carol as well as An Inspector Calls, along with the Power and Conflict poetry cluster. KS3 at Samuel Whitbread consists of Year 9 and all students study a range of fiction (Noughts and Crosses and Animal Farm), as well as Shakespeare's The Tempest and a range of poetry, whilst also studying the art of rhetoric and dystopian writing. Alongside our Head of English, you will be designing a KS3 curriculum fit for our context that should enthuse our students; develop their love of English and in turn increase the number of students opting to study English in Key Stage 5.



Currently, students can expect to read texts from a range of periods and places, expressing different voices and perspectives, offering ideas and concepts as relevant today for Malorie Blackman as they would have been in the 13th Century for Chaucer: we aim to broaden their worlds, rather than reflect their worlds back at them.

We hope that at the end of their academic journey, our students leave us with a breadth of knowledge and understanding of the literary canon, a love of reading and the confidence to challenge the ideas and concepts of others, as well as being open to having their own perceptions challenged by others. We want our students to love English as much as we do.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** Midday, Tuesday 21<sup>st</sup> May 2024

**Interview date:** Thursday 23<sup>rd</sup> May 2024

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**





# JOB DESCRIPTION

Job Title	Head of KS3 English
Based at	Samuel Whitbread Academy
Salary/Grade Range	MPS / UPS plus a TLR 2A allowance
Responsible to	Head of the English Department
Liaising with	Principal, Senior Leadership Team, teaching/support staff, LEA representatives, external agencies and parents.

## Purpose of Role

- To promote excellence within KS3 English in order to encourage and support students in making progress that is in line with, or above expectations.
- To plan, coordinate and evaluate the Department's intervention strategies for Year 9 on entry and throughout the year.
- To promote and support Teaching and Learning within KS3 English that aspires to the highest of standards through quality leadership and support.
- Aid the promotion of English across the Trust and offer appropriate guidance and advice on careers towards both Higher and Further Education.
- To primarily focus on the progress of KS3 students (data analysis), actions to redress underperformance (interventions) and monitoring of learning walks (LWs) for KS3 English.

## Duties and Responsibilities

- To assist in the development of resources, schemes of learning, assessment policies and teaching strategies.
- To contribute to the English Department's improvement plan and its implementation.
- To plan and prepare courses and lessons.
- To use data on pupil performance to inform target setting, lesson planning and to identify underachieving students.
- Implement targeted intervention and monitor the progress.
- To support the BEST and Academy's monitoring procedures.
- To support the review of teaching strategies and programmes of work.
- To attend all Department and staff meetings.
- Coordinating and managing work as a Form Tutor.



- Contribute to the review, development and management of curriculum and assessment functions, including the Academy Improvement Plan and working towards individual Academy and BEST aims.
- Improve and monitor the effectiveness of the BEST and Academy's assessment policy.
- Ensure all pupil and student data is held centrally and is used effectively.
- Provide the Data and Exams team and other staff with relevant information about teaching and tutor groups, to help their planning and ensure all staff have high expectations of pupils and students.
- Review teaching methods and programmes of work including schemes of learning.
- Participate in arrangements for training and continuing professional development.
- Contribute to the review, development and management of curriculum and assessment functions, including the School Improvement Plan and working towards individual Academy and BEST aims.
- Ensure the role of the Form Tutor is carried out, as stated within the staff handbook.

### Specific Duties

- To undertake a designated programme of teaching in English.
- To facilitate the writing, evaluating, monitoring and reviewing of KS3 schemes of learning that enhance the teaching of, and support student progress in Year 9 English. Developing specifically new schemes that are challenging and enriching.
- To monitor the standard of teaching and learning across KS3 English by completing regular lesson observations, learning walks and book scrutiny, targeting specifically underperforming groups as identified in the Department Development Plan.
- To evaluate the current KS3 assessment schedule and redesign appropriate age-related KS3 assessments.
- To write and action the objectives and tasks identified within the English Department Development Plan.
- To liaise with colleagues in lower and middle schools to ensure a smooth transfer of information and transition at the end of Year 8 and to quality assure and edit where appropriate curriculum sequencing and resources.
- To assess, record and report on the attendance, progress, development and attainment of KS3 students to the Head of English and senior team.
- To analyse/report on students' progress at KS3 and lead intervention strategies with Year 9 English Teachers, targeting specifically those not at standard on entry to Samuel Whitbread Academy.
- To write reports and providing data for parents to inform them about pupils' and students' progress.
- To lead the development of subject knowledge and pedagogy of KS3 English through monitoring, evaluating and supporting learning in lessons.



- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere in accordance with the Department assessment policy.
- To liaise with Teachers, the Data and Exams team and Head of English to ensure the effective organisation of mock exams or assessments.
- To work with department staff and pastoral teams regarding the behaviour of students in Year 9 and support Teachers in the management of behaviour. This will also involve communicating with parents and overseeing students on English Report.

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.*



# PERSON SPECIFICATION

Job Title: Head of KS3 English

Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• PGCE/Bachelors in English (or closely related subject)</li> <li>• Evidence of Continual Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree in relevant subject</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching at KS3, KS4 and/or KS5</li> <li>• Leadership experience</li> <li>• Understanding and application of strategies to raise standards across the ability range through effective teaching and learning</li> <li>• Sensitivity to the learning needs of all pupils</li> <li>• Demonstrate understanding of using comparative data, together with information about pupil's prior attainment to establish benchmarks and set targets for improvement</li> <li>• Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across all key stages.</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring experience</li> <li>• Experience in monitoring teaching standards and providing support in the promotion of excellence</li> <li>• Experience of CPD and PR</li> <li>• Experience of Curriculum development</li> <li>• Proven success in all of the above</li> </ul>
<b>Professional Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>• An enthusiasm and commitment towards teaching and sharing good practice</li> <li>• An ability to embrace change and keep up with current developments in the English curriculum</li> <li>• An ability to work within staff teams to secure understanding of progress data as well as performance data, Academy procedures and interventions to facilitate improvement</li> <li>• Excellent classroom management to encourage positive behaviour</li> <li>• Demonstrate creative problem solving and good communication skills</li> <li>• Ability to work collaboratively or on own initiative</li> <li>• Time management skills and a capacity for hard work and an ability</li> </ul>	



	<p>to priorities effectively with good administrative skills</p> <ul style="list-style-type: none"> <li>• The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to improving standards of teaching and learning</li> <li>• Enthusiasm and drive to achieve excellence in all aspects of their work</li> <li>• Determined to tackle under-performance</li> <li>• Presence/leadership qualities and an ability to lead by example</li> <li>• Organised and self-motivated</li> <li>• Reliable and trustworthy</li> <li>• An ability to work effectively and to be innovative in problem solving</li> <li>• Sense of proportion and a sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be involved in extracurricular projects</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Ability to perform all the physical duties and responsibilities of the post.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training</li> <li>• A commitment to equality principles and practices</li> <li>• Willingness to take part in residential trips and visits</li> <li>• Knowledge of relevant safeguarding / child protection legislation and best practice</li> <li>• Value and respect the views and needs of children and young people</li> <li>• Appropriate DBS clearance (before the post is taken up)</li> </ul>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

