

# Braunton Academy



**'Aspire and Achieve'**

**Head of English Faculty  
MPS/UPS Plus TLR2C**

**Required for Sept 2025**

**Closing Date for Applications: noon on Friday 31<sup>st</sup> January 2025**

**Interviews: Wednesday 5<sup>th</sup> February 2025**

***Braunton Academy is rated 'Good' by OFSTED***

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: [www.braunton.academy](http://www.braunton.academy)

Email applications: [recruitment@braunton.academy](mailto:recruitment@braunton.academy)

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 810



January 2025,

Dear Candidate

**RE: Head of English Faculty**

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a highly-respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

The English Faculty, situated in the brand-new English Block at Braunton Academy, is a high performing, successful and committed team aiming for the highest standards in teaching and learning. We seek to encourage aspiration, instil confidence and nurture a love of English in all of our students. We consistently achieve excellent Faculty results.

Due to our Head of Faculty retiring, there is an exciting position for a suitably qualified candidate to head up our ambitious English Faculty. You will be part of both a forward thinking and successful Faculty. Our Academy has a great history with our community, one of longevity and of success.

Please find enclosed the following information to help you formulate your application:

- Advertisement
- Job Description
- Person Specification
- Academy Mission Statement on Learning and Leadership

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely,



Mrs Fay Bowler  
**Principal**

# Head of English Faculty

Are you an enthusiastic and motivated leader or experienced teacher of English looking for the next step in your career?

Braunton Academy is a highly successful and over-subscribed academy, which sits at the heart of its community. Our outcomes are above national average which is recognised in our Ofsted grading and report. *"Pupils and staff live out the school's motto, 'Aspire and Achieve', well. Pupils engage fully in the day-to-day life of the school. Teachers encourage pupils to experiment and ask questions. Pupils appreciate their teachers' efforts. They enjoy school."* **Ofsted January 2020**

The English Faculty, situated in the brand-new purpose built teaching space, is a high performing, successful and committed team aiming for the highest standards in teaching and learning. We seek to encourage aspiration, instil confidence and nurture a love of English in all of our students. Since the 2020 Ofsted, the newly appointed Head of Faculty has overseen a thorough review and development of both the KS3 and KS4 intent and implementation. This is a fantastic opportunity for a new Head of Faculty to further develop the vision for excellence within this subject area.

## ABOUT OUR ENGLISH FACULTY

### Faculty Vision and Aims

The English Faculty's clear and aspirational vision underpins all of the work that we do:

*Dedicated to every student's wellbeing and success, it is the English Faculty vision at Braunton Academy that all students will be confident readers who are challenged and inspired to read both analytically and for pleasure, who will complete an enriching, relevant programme of study which will allow them to commence their post-16 choices with confidence in their spoken and written communication, and excited to develop their language skills beyond school and into their adult lives.*

The English team is passionately committed to empowering students with skills that will enable them to not only achieve exam success at GCSE, but which will substantially enhance their opportunities in life after school. We firmly believe that in order to be confident, successful, independent students and adults, English skills are a vital part of educational and personal development. Consequently, our specific aims are:

- To ensure that all lessons are valuable learning experiences for all of our students;
- To provide our students with the necessary skills in speaking and listening, reading and writing to engage fully with life at and after Braunton Academy;
- To prepare our students for life after school, providing them with appropriate skills to help them belong within their community, believe in their own abilities, be resilient, and achieve their goals;
- To develop a love of reading amongst all of our students, with all students achieving a GCSE in English Literature;
- To give learners a greater understanding of how English Language and English Literature are placed within an appreciation of English culture and heritage.

### Staffing and Resourcing

We are a successful and supportive Faculty, one which is highly regarded by parents and students alike. Results are consistently good at GCSE, but colleagues are not complacent and consistently strive for further improvement.

The English team – currently comprising six teachers, including the current Head of Faculty who is retiring, are enthusiastic and energetic practitioners, committed to providing a high-quality experience for students of all abilities and at both key stages. We aim to inspire and engage our students so they may develop as confident and competent communicators able to evaluate and appreciate a diverse range of Language and Literature texts.

The Faculty has recently moved into its own brand new block which includes six brand new purpose built teaching rooms, student toilets, staff toilet and staff kitchen space. Each member of staff is provided with their own laptop and has access to an excellent range of teaching and learning resources to support the creative delivery of high-quality lessons. The Faculty naturally enjoys an excellent relationship with the well-resourced School Library and its staff.

## Curriculum

The English Faculty delivers a diverse and challenging curriculum throughout Years 7-11, with a wide variety of texts being taught and a strong focus on high standards of literacy.

Our curriculum is sequenced so that students revisit and build key skills in reading and writing as they progress from KS3 to KS4. In each year, students study poetry, drama and a prose text, in addition to a Shakespeare study and structured opportunities for creative writing and non-fiction writing. English is taught in mixed ability groups in KS3.

At KS3, prose, drama and Shakespeare units are taught in rotation with one eye on building students' skills, knowledge and subject terminology in preparation for KS4.

At KS4, AQA syllabi are followed for both English Language and English Literature.

## Enrichment

The English Faculty offers a wide range of enrichment opportunities for students across both key stages, some of which are offered in conjunction with the Drama Department and the Library. Examples of enrichment activities include:

- Author visits as part of the Appledore Book Festival School Week
- Theatre trips
- RSC Live Screenings
- Poetry and prose competitions
- Rotary Youth Speaks Competition
- House competitions
- School drama productions

## In this role of Head of Faculty we are looking for someone who is:

- An aspiring and aspirational curriculum leader.
- Passionate and committed to your teaching subject.
- An outstanding classroom practitioner, who will enthuse both students and staff and help us achieve our goals.
- Committed to raising standards through creative teaching and learning with high expectations for all.
- Innovative and forward thinking.
- Determined to influence positive changes and further developments in the faculty and the Academy as a whole.
- Prepared to fully engage in contributing to our programme of curriculum enrichment.

Our vision is about securing positive futures for all of our students and providing a sustainable, high-quality educational and creative provision for generations to come: every member of staff at Braunton Academy is a committed and experienced professional, dedicated to developing students' interests and inspiring them to be successful. We continue to develop our excellent teachers further so that they are able to increasingly apply a range of teaching methods to develop our students' ability to *think* and *reflect*. We look forward to you joining us to work with parents, carers and the wider academy community to realise this vision.

**For further information about the post and an Academy application form, or request a tour please visit the Work with Us section of our website [www.braunton.academy](http://www.braunton.academy) or ring 01271-812221 and ask for Mrs Hellmund.**

**To commence:** 1<sup>st</sup> September 2025

**Closing Date for applications:** noon on Friday 31<sup>st</sup> January 2025

**Interview Date:** Wednesday 5<sup>th</sup> February 2025

**To apply, please download and complete the Academy Application form and email it to [recruitment@braunton.academy](mailto:recruitment@braunton.academy)** Please note, if you have not heard from the Academy by Monday 3<sup>rd</sup> February 25 you have not been successful on this occasion.

**Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.**

**Braunton Academy**  
**Teacher of English**  
**Person Specification**

**Evidence source:**

**AF = Application Form**  
**LO = Lesson Observation**  
**I = Interview**  
**R = Reference**

<b>QUALIFICATIONS AND TRAINING</b>	
<b>Essential</b>	<b>Evidence</b>
1. To be a qualified teacher.	<b>AF</b>
2. To have a degree.	<b>AF</b>
<b>Desirable</b>	
1. Higher Degree or further recognised and accredited professional training or qualification.	<b>AF</b>
<b>PROFESSIONAL SKILLS AND EXPERIENCE</b>	
<b>Essential</b>	
1. Experience of teaching English in a mainstream secondary school (teaching practice or through employment).	<b>AF + I + R</b>
2. Experience of teaching English at KS3 and KS4.	<b>AF + I + R</b>
3. Excellent classroom management.	
4. Sound understanding of the processes of teaching and learning.	
5. Successful experience of contributing to robust self-evaluation and quality assurance procedures.	<b>AF + I + R</b>
<b>Desirable</b>	
1. Leadership experience – at least at 2 <sup>nd</sup> in Department level.	<b>AF + I + R</b>
2. Experience of working in more than one school (teaching practice or through employment).	
3. Creative approaches to teaching and learning.	<b>AF + I + R</b>
<b>KNOWLEDGE AND UNDERSTANDING</b>	
<b>Essential</b>	
1. Deep understanding of what constitutes effective teaching and learning.	<b>AF + I + R</b>
2. Understanding of how data analysis can inform school improvement.	<b>AF + I + R</b>
3. Thorough understanding of self-evaluation and how it leads to improvement planning and raising standards.	<b>I</b>

4. Awareness of the 'Every Child Matters' agenda.	I
5. Knowledge of the SEND Code of Practice.	
<b>Desirable</b>	
6. To have completed Middle Leadership training.	
<b>ABILITIES</b>	
<b>Essential</b>	
1. The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community.	AF + I + R
2. The commitment to develop a positive, diverse and inclusive school ethos, which values each individual and challenges any form of discrimination.	I + R
3. Proven ability to self-motivate, use initiative and lead proactively.	
4. Good organisational skills and the ability to have a flexible and adaptable approach.	I + R
5. To possess excellent listening, written and oral communication skills, the ability to communicate effectively with pupils, parents, governors and staff.	AF + I + R
6. The ability to manage time effectively.	R
<b>COMMITMENT</b>	
<b>Essential</b>	
1. The promotion of Braunton Academy as a centre of excellence.	I
2. Equal opportunities for all in the widest context.	1
3. Inclusion and the right for all to fulfil their potential.	1
4. The development of the professional effectiveness of all staff within the Faculty.	I
5. Ensuring that all students reach their full potential.	AF + I
6. Providing the choice and flexibility in learning to meet the personalised learning needs of every child.	I
<b>PERSONAL ATTRIBUTES</b>	
<b>Essential</b>	
1. Passion and commitment to inclusive and comprehensive education.	I + R
2. Well-developed IT Skills.	AF + I + R
3. Ability to work as an effective team member.	I + R
4. Be flexible, adaptable and maintain high levels of energy and enthusiasm coupled with a sense of humour and perspective.	
5. Display commitment to the protection and safeguarding of children and young people.	LO + I

# **BRAUNTON ACADEMY JOB DESCRIPTION HEAD OF ENGLISH FACULTY**

## **Background**

This is an exciting opportunity for an enthusiastic and experienced Teacher of English to make their mark. This post will enable the new Head of English to stamp their mark on the faculty, developing a curriculum that will span all Year groups. The Head of Faculty will lead in providing the students with the opportunity to fully embrace all the opportunities on offer within this faculty during their time at the Academy.

## **Purpose of Post**

- To lead the faculty and deliver high standards of teaching and professional practice.
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- To comply with the range of duties and responsibilities of teachers as set out in the current Teachers' Standards document.

## **Raise Attainment**

- To raise attainment and maintain standards in the faculty across all key stages in line with national standards.

## **Leadership within the English Faculty**

- Monitor the quality of English teaching and learning.
- Assist in the professional development of teachers including training, coaching and mentoring as may be appropriate.
- Responsible for quality assurance across the whole faculty to ensure high levels of teacher standards of curriculum content are consistently implemented.
- Responsible for line management and appraisal of members of the English faculty.
- Maintain and quality assure a high level of the school extra-curricular programme that encourages all students to participate.
- Develop strong partnerships and ensuring regular and productive communication with parents/carers.
- Ensure that all members of the faculty area are familiar with its aims and objectives.
- To promote the study of English at Open Days/Evenings and other events.
- To represent the faculty's views and interests in all meetings.
- Undertake the day-to-day management, control and operation of the faculty.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the faculty.
- Manage cover work for absent members of the faculty and oversee that the students continue to progress during periods of short, medium- or long-term absence of faculty members.

## **Teaching and Learning**

- To plan, prepare and deliver outstanding lessons, providing students with the opportunity to achieve their potential.
- To ensure all lessons are engaging and stimulating whilst considering the individual needs of all students across the faculty.

- To oversee the development and production of high-quality teaching and learning plans and schemes of work.
- To manage, develop and share resources to enhance the teaching of English within the Academy.
- To monitor the progress and achievement of the students, identifying appropriate intervention strategies for underachieving students.
- To keep records of students' progress and achievement and ensure appropriate targets are set across the faculty.
- To regularly set and assess relevant homework, providing the students with meaningful feedback according to Academy policy.
- To implement and evaluate the faculty assessment policy to ensure that marking and assessment impact positively on students' achievement across all Key Stages.
- To deliver a range of extra-curricular activities.

### **Curriculum and Assessment Provision and Development**

- To develop a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of all students.
- To lead / oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work, teaching, assessment and marking policies which support the Academy's implementation of all current statutory requirements.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies; to ensure that there is a faculty presence at the start of every external examination in the subject; to ensure the accuracy of exam entries and data.
- To encourage collaborative projects in conjunction with other faculties within and beyond the learning area, and outside the Academy's formal timetable involving where appropriate, other staff and other schools, including feeder primaries.
- To encourage, facilitate and participate in the development of IT within the faculty.
- To attend appropriate INSET, to assist and engage in all faculty INSET, to contribute to whole school CPD programmes with a view to developing and disseminating good practice.

### **Planning, Monitoring and Evaluation**

- To be accountable for the implementation of Academy policies and procedures within the faculty.
- To play an active role as a middle leader in whole school development.
- To ensure that the work of the faculty promotes a positive ethos and encourages social and moral responsibility through adherence to the Academy's aims and values.
- Manage the faculty stock, teaching resources and finances efficiently in order to achieve the aims of the Academy and the faculty.
- Write and implement the Faculty Development Plan and prepare a faculty SEF.
- To analyse and interpret relevant national, local and Academy data and inspection evidence to inform policies, practice and expectations and teaching methods.

### **Staffing**

- To lead the faculty by example through modelling excellent professional practice.
- To promote teamwork and motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management and deployment of staff and to be mindful of work/life balance.
- To ensuring proper cover work is provided for classes when staff are absent.
- To be a team leader in performance management and the professional development of staff.

### **Monitoring of Learning and Behaviour**



- To oversee the academic progress of students in the faculty by regularly monitoring their academic progress and using student data and target setting to ensure that each student is reaching his/her potential.
- To implement effective plans to tackle underperformance.
- To monitor students' attendance, punctuality and behaviour in PE lessons, ensuring that follow-up procedures are adhered to and that appropriate action is taken, where necessary.
- To co-ordinate, monitor and develop provision for EAL, SEND and more able students in the faculty.
- To record the teaching and work of the faculty, including the planning and preparation and delivery of lessons, the keeping of records and reports to parents/carers.

### **Communications**

- Make sure departmental offers and English related achievement information is promoted via Social Media and parent communication to continue to promote the faculty.
- To provide written reports and other information as required.
- To attend faculty meetings and other CPD activities, with minutes kept and distributed as required.
- To oversee the faculties presence at Academy functions.

### **Safeguarding**

- To follow the Academy's policy in respect of safeguarding and child protection and ensure the health and safety of the students at all times.

## **JOB DESCRIPTION FOR STANDARD SCALE TEACHER**

### 1. RELATIONSHIPS

The postholder:

1.1 Is responsible to the Head of Physical Education for teaching subject duties.

1.2 Interacts with colleagues on a professional level and seeks to establish and maintain productive relationships with them in order to improve the quality of teaching and learning in the Academy.

### 2. PURPOSE OF THE POST

2.1 To contribute to the teaching and other work of the Faculty.

### 3. KEY TASKS

3.1 To teach students across the full ability range.

3.2 To participate in the development of the subject throughout the Academy and in the production of schemes of work.

3.3 To seek to manage students effectively in order to enhance their learning and that of others.

3.4 To participate in the development and implementation of faculty and whole-school policies.

3.5 To attend Staff, faculty and other calendared meetings as appropriate.

3.6 To carry out the assessment, recording and reporting of students' work as outlined by the faculty and Academy Assessment Policy.

3.7 To attend Parent/Subject Consultation Evenings as appropriate.

3.8 To provide information on student progress when required and ensure that parents/carers are informed of successes or concerns relating to the subject.

3.9 To work with the Learning Support teams to help identify, monitor and enhance the learning of students with learning and behavioural difficulties.

3.10 To ensure the appropriate use and storage of resource materials and equipment and the observation of Health and Safety Regulations.

3.11 To set appropriate homework as required by the homework timetable and support its recording in the students' planners.

3.12 To carry out duties concerning the supervision of students as detailed by the Principal.

3.13 To participate in extra-curricular activities, following negotiation with the lead professional.

# BRAUNTON ACADEMY

## MISSION STATEMENT ON LEARNING AND LEADERSHIP

### LEARNING

**Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of learning in:**

- preparing people for their futures by:
  - encouraging creative thinking and reasoning
  - instilling self-confidence and self-esteem
  - developing Communication, Literacy, Numeracy and IT skills
  - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by:
  - using a variety of learning and teaching styles
  - changing the learning process according to need
  - providing opportunities for success for all
  - appreciating that learning is interactive
  - being adaptable and flexible
  - enthusing, challenging, stimulating and inspiring
  - nurturing and supporting
  - making learning fun and enjoyable
  - providing opportunities for independent and interdependent learning
  - understanding the learning process
- checking the effectiveness of learning by:
  - being clear about the learner's starting point
  - using a variety of assessment techniques
  - using assessment data constructively
  - seeking learner feedback
  - encouraging self-evaluation
- supporting the learning process by:
  - ensuring a safe, well-resourced environment
  - using the community to enhance learning
  - creating an atmosphere which is conducive to learning
  - having high expectations of all

**Learning is for all members of the Academy community**

### LEADERSHIP

**Leadership** ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which:
  - respects and values all its members
  - is open and accessible
  - develops individuals and teams
  - challenges and motivates
  - listens and responds
- sharing and communicating:
  - a love for **learning**

- an understanding of how people learn
- the belief that learning never stops
- actively engaging with the **community by:**
  - encouraging and enabling community involvement by students and staff
  - welcoming the community into Braunton Academy
  - developing business links
  - promoting the work and values of the Academy
  - supporting the life of the community

**Leadership** is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

### **MANAGEMENT**

**Management** ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to:**
  - provide the highest quality learning and teaching
  - provide pastoral support for students and staff
  - monitor and evaluate the work of the Academy
  - ensure responsible behaviour
  - ensure a safe, secure and attractive environment
  - work with the community
- **using structures and systems which:**
  - are effective and efficient
  - define roles and responsibilities
  - define lines of support and accountability
  - ensure legal requirements are met
  - are simple and unbureaucratic
  - enable decisions to be taken at appropriate levels
  - use effective communication
- **providing value for money**

**Management** is not confined to a few people. It is exercised by all members of the Academy.