

MURRAY PARK SCHOOL



APPLICANT INFORMATION PACK

ASSISTANT HEAD OF ENGLISH AND LITERACY

APPLICATION DEADLINE: MONDAY 17TH MAY 2021 (9AM)

INTERVIEW DATE: FRIDAY 21ST MAY 2021

START DATE: SEPTEMBER 2021

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references.



Headteacher: Mrs N. Caley

Address: Murray Road, Mickleover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Recruitment Email: recruitment@murraypark.derby.sch.uk

OUR HEAD TEACHER



MRS N. CALEY

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. NQTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.



“As a new member of the Murray Park team I was warmly welcomed by the entire school community, students, colleagues and parents alike. We really are proud to be here.” (Mr Hagen - AHT KS3 Achievement)



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our curriculum enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own health and wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1030 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to recruitment@murraypark.derby.sch.uk or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.

“The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you.” (Mr Gregory - AHT KS4 Achievement)



STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. In recent years we have raised the profile of staff well-being by establishing the following initiatives to ensure that our staff are happy in their workplace.

- Opportunity to work from home where possible.
- Latest laptops issued to all staff.
- Live marking policy.
- Designated, trained mental health leader.
- Staff social events.
- Staff sports events.
- Meal allowance for lunch duty staff.
- Meeting free weeks throughout the year.
- Bespoke CPD opportunities.
- Opportunity for all staff to complete mental health awareness course.
- Duty timetable to reflect teacher workload.
- Robust behaviour system to support staff.
- Alternative provision



“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way.” (Miss Bunting - NQT Science)



DEPARTMENT INFORMATION

The English Department consists of 8 full-time and 2 part-time teachers. We have a wide variety of experience in the English staff, including highly experienced AQA GCSE examiners. There is a strong team spirit in the department. We are passionate about our individual subjects and our dedicated and determined approach continues to produce excellent outcomes for students.

English is housed in the state of the art new building - Maple Park. Each classroom has a smart TV and the library is on the same floor, with a set of laptops and ipads for use by the department.

We believe that literacy and oracy is central to the curriculum and have developed a strong and supportive literacy programme through Accelerated Reader. Our librarian works closely with the English Department and the Learning Support Department to ensure all needs are met.

The English Department offer a range of extra curricular activities including intense catch-up boosters before and after school, alongside theatre trips (in non-COVID times) and reading club.

We aim to instil a lifelong love for reading for all and to equip students with the skills they require for life after school, with guidance on Post 16 courses and possible career pathways.

Following the promotion of the current Head of Department, we are looking for a Head of English and Literacy who will take the department to the next level.



“ Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be.”
(Mr Holland - PE)



JOB ADVERT

Assistant Head of English and Literacy

Salary: Main Pay Scale/UPS + TLR2a £4,783 per annum

Responsible to: Head of English and Literacy

Framework: To work within the framework of teachers' pay and conditions, current legislation and the policies of the school, including safeguarding.

Murray Park School is seeking to appoint a Head of English and Literacy to join our excellent department. The successful candidate would be joining a strong, hard-working team which is committed to achieving excellence. We work with a dynamic approach to teaching and learning in English Language and English Literature. We are ambitious for our students and we are seeking to appoint a leader who can bring the right blend of flexibility, commitment, energy and vision. We welcome applications from teachers with strong leadership skills, ideas, enthusiasm and an outstanding teaching ability, who can work within the demands of the department whilst maintaining its recognised strengths and attributes.

The post is suitable for teachers who are established in their teaching careers. The school is fully committed to supporting staff with CPD, including NPQ programmes should you be interested in moving into senior leadership further down the line. The person appointed will have:

- A passion for accelerated pupil progress
- High standards and expectations
- Highly developed interpersonal skills
- A commitment to team work
- A commitment to extra-curricular
- A positive outlook

How to Apply

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies>. Applications can be sent to recruitment@murraypark.derby.sch.uk or apply via TES Online.

Interviews will be held on-site on confirmation you have no COVID-19 symptoms or a high temperature on arrival to school.



ROLES AND RESPONSIBILITIES

Duties as a Classroom Teacher:

- Teaching in an agreed curriculum area
- Planning structured lessons that meet the needs of individual students
- Sharing plans and teaching resources with colleagues
- Maintaining records, marking and assessment of pupils' work according to school and departmental policies, external examination and national curriculum requirements
- Reporting on pupils as required by the school policy and national curriculum requirements
- Using school procedures to maintain your teaching area/s to a standard that motivates pupils and meets health and safety requirements
- Following safe working practices in all your teaching and duty situations
- Supporting the tutorial system as required.

Key Tasks:

- To assist/lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To assist in the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To assist in the monitoring and follow up student progress in order to promote the raising of attainment.
- To implement school policies and procedures, e.g. Safeguarding, Equal Opportunities, Health & Safety, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To assist in the business planning function of the department and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP, Department SEF and the aims and objectives of the school.
- To link with other TLR post holders in the department to ensure that the work in the relevant curriculum areas fully reflect the school's distinctive ethos and mission.
- To ensure the Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Relevant Degree and Qualified Teacher Status.	✓	
Knowledge		
Full working knowledge of the national curriculum for English Language and English Literature at KS3 and KS4.	✓	
Knowledge and experience of teaching KS3 and GCSE English Language and English Literature.	✓	
Skills and abilities		
To motivate students.	✓	
To work as part of a team.	✓	
To use own initiative.	✓	
The ability to work under pressure.	✓	
Strong ICT skills for teaching and learning.	✓	
The ability to develop the students' literacy and oracy skills throughout key stage 3 and 4.	✓	
Personal Qualities		
A positive outlook, well motivated, enthusiastic & energetic.	✓	
Commitment to improvement/staff development.	✓	
The desire to succeed.	✓	
Excellent attendance and punctuality record.	✓	
Commitment to supporting the full life of the school.	✓	
Professional appearance and manner.	✓	
Enhanced Criminal Record check. (School will apply for this on behalf of the successful candidate.)		





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK, SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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