



JOB DESCRIPTION

Position	Head of Learning Area (HOLA) English
Salary	Leadership Scale, Spine Point – FL5 - FL13 - Outer London Fringe
Hours	40 hours per week
Full Time Equivalent	Full Time, 52.143 weeks per annum
Contract Type	Permanent
Responsible To	SLT
Location	Mossbourne Federation, Thurrock
Key Relationships	SLT, ELT, Teaching Staff, Support Staff, Students and Parents

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation London Hub consists of four academies: Mossbourne Community Academy (11-18 years), Mossbourne Victoria Park Academy (11-16 years), Mossbourne Parkside Academy (3-11 years), and Mossbourne Riverside Academy (4-11 years). We are entering a phase of planned expansion to incorporate three additional schools in Thurrock: Gable Hall School (11-18 years), Hassenbrook Academy (11-16 years) and a further primary school in Corringham.

The merger is to take place in the academic year 2024/25. We are looking for an incredible Head of Learning Area for English within the Extended Leadership Team to join one of the Thurrock schools and spearhead a swift school development process.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

If you are committed to innovative education, personal excellence and are ready for a new challenge, we welcome your application.

The Extended Leadership Team (ELT)

The ELT consists of the Principal, the Senior Team, Pastoral Leads and the other Heads of Learning Area. The ELT support the Principal and Senior Team in both the day-to-day running of the Academy and in shaping the medium and longer-term strategy for maintaining superb standards for our staff and students. The ELT, on a rota, carry out senior duties, as well as being highly visible leaders who are always available to support all staff in the Academy.

Job Summary

We are seeking an outstanding English practitioner who is ready to join the Extended Leadership Team. The Mossbourne Federation prides itself on fostering kind, courteous, hard-working and well-rounded students by providing an outstanding education and pastoral care whilst embedding a culture of 'no excuses'.

We are looking for someone with the vision, grit, and academic acumen to advance the English Department's successes in Thurrock and match the success of the English Departments in the Hackney Academies.



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Main Duties & Responsibilities

- To join the Extended Leadership Team and ensure outstanding outcomes for students in the English Learning Area.
- To lead on the journey of improved performance in the Thurrock hub.
- To promote the Academy's ethos of high aspirations and outstanding performance in all areas.
- To model, in everything you do, the Federation's values of Excellence, No Excuses and Unity.
- Promoting and being committed to the Academy's aims and objectives and to implement Academy policies.
- To performance-manage teaching staff within your learning area.
- To observe colleagues as part of their performance management and give objective feedback, setting targets where appropriate.
- To keep abreast of developments in the English curriculum and ensure that these changes are implemented in lesson delivery and schemes of learning.
- To undertake duties, including senior duties, as directed and in accordance with Academy expectations.
- To attend and support all Academy events, including parents' evenings and results days.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	A proven track record of success in middle leadership	X	X	
E	Ability to teach your subject at both key stages	X	X	X
E	A track record of supporting staff in improving their practice	X	X	
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	X		X
E	Ability to reflect on your own and student performance in lessons and adapt practice accordingly	X	X	X
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work			X
E	Effective planning, assessment and record keeping	X	X	
E	Ability to work independently and as part of a team, contributing to drama INSETs	X		X
E	To develop & maintain positive relationships with all stakeholders	X	X	
E	Effective classroom management and efficient organisation of resources	X	X	X
Qualifications				
E	A good degree in the subject or a related subject.	X		X
E	Qualified Teacher Status (QTS).		X	
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point).		X	
D	Ability to swiftly adapt to and use a variety of software systems.		X	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area.		X	X
Behavioural Competencies				
E	Excellent analytical and multi-dimensional communication skills	X		X
D	Strategic approach, ability to see the 'big picture'	X		
E	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
E	Ability to meet all deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
E	The upmost integrity and exceptional motivation & commitment.	X		
E	Proactive approach with efficient time management & prioritisation skills.	X		
E	Genuine interest in & passion for the education of young people & the will to contribute to the wider life & community of the Federation.	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X



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E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

- *Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.*
- *Mossbourne provides equal employment opportunities to all without regard to race, colour, religion, gender, sexual orientation, origin, age, disability, or status.*
- *The document is not a comprehensive list; it simply outlines expectations of this role.*
- *This post is subject to an enhanced DBS disclosure.*
- *The post holder must be committed to safeguarding the welfare of children.*