



Mossbourne
Federation

HOLA English

Job Description

Date last reviewed on:	10/02/2025
Date to be revised on:	



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Position	Head of Learning Area for English Member of the Extended Leadership Team
Salary	£60,397-£66,492 (L7-L11 Fringe)
Start Date	September 2025 – earlier start date possible for the right candidate
Hours	40 hours per week
Full-Time Equivalent	Full Time, 52.143 weeks per annum
Contract Type	Permanent
Responsible To	Principal and SLT Link
Responsible For	The strategic vision, curriculum, and outcomes in the English Learning Area and, as a member of the Extended Leadership Team standards beyond the English Learning Area.
Location	Mossbourne Fobbing Academy
Key Working Relationships	SLT, Teachers, 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 consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHA) primary.

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.

Mossbourne Fobbing Academy (MFA)

Mossbourne Fobbing Academy is a school with a rich history of excellent academic, artistic, and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff.

Everything we do is built on the conviction that learning and safeguarding come first. We expect the highest standards of behaviour so that our students can focus on learning in an environment that supports them to feel and be safe. This means our teachers plan and teach lessons with great care and detail to ensure that all our students acquire the knowledge, character, and qualifications they need to reach their potential.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. While our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh’s Award, offer experiences that broaden horizons and enrich lives.

We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. Our students leave ready to make their mark on the world and bring positive change to their communities.

Mossbourne Fobbing Academy is at an exciting point in its history as it joins the Mossbourne Federation – a Federation with exceptionally high standards where pupils achieve outcomes which are among the best in the country. These exciting times bring our school a fantastic opportunity to develop, to grow and really prosper as we continue our mission to ensure our students get the outstanding education they deserve.

If you want to be part of the team that is improving the life chances of our students, then read on!



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General Principles

The Extended Leadership Team (ELT)

The ELT consists of the Principal, the Senior Team, Pastoral Leads and Heads of Learning Area. The ELT supports the principal 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, run the senior detention and carry out senior duties, as well as being highly visible staff who are always available to support all staff in the Academy.

Job Summary

We are seeking an outstanding leader and subject expert in English, who is ready to join the Extended Leadership Team and lead one of the key learning areas in the academy. The Head of Learning Area is known for its collaborative and friendly staff who are at the forefront of teaching and learning within the Academy. You will be responsible for setting exacting high standards for students and staff and providing expert support to both students and staff in the English Learning Area and beyond. You will oversee a significant budget and, as a member of the Extended Leadership Team, embody the ethos of the federation and help develop and support the strategic vision of the academy,

We are looking for someone with the vision, grit, and academic acumen to support and develop the Learning Area's success. We would encourage applications from teachers with experience leading a department as well as middle leaders who are looking to make the step up to their first head of department role.

Main Duties & Responsibilities

- To join the Extended Leadership Team and ensure outstanding outcomes for students in the Learning Area.
- To promote the Academy's ethos of high aspirations and outstanding performance in all areas.
- To model, in everything you do, the Academy's values of courtesy, hard work and excellence.
- 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.
- Observe colleagues as part of their performance management and give objective feedback, setting targets where appropriate.
- To keep abreast of developments in the 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.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations.

Equalities

Be aware of, and support differences, and ensure that the school's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of our pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.



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Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The final responsibilities of the successful candidate will be by agreement. All SLT members are expected to accept any reasonable alterations that may from time to time.

These duties will be varied at the discretion of the Headteacher/ Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other Schools the Trust may be supporting.



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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's 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, PowerPoint).		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 utmost 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



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E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
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