

# HEAD OF ENGLISH FACULTY

MAIN SCALE / UPS + TLR

FULL TIME

STARTING SEPTEMBER 2025  
(OR SOONER)

## SAFEGUARDING

*Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.*



# WELCOME FROM THE HEADTEACHER

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our students. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All our staff place our students at the heart of everything we do.

Our vision is to enable each and every one within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions.

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of students and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. We moved into our new building in November 2023 (phase 1/2), we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the students at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our students. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the students of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our students are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application (email [recruitment@harlingtontschool.org](mailto:recruitment@harlingtontschool.org)) – please contact HR if you would like to see us in action, and we'll do our best. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A DOnofrio  
Headteacher



# THE ROLE

## HEAD OF ENGLISH FACULTY

**SALARY:** Main Scale/Upper Pay Scale + TLR – depending on experience

If staff are successfully recruited via an agency, we expect that a proportion of the finders' fee will be reimbursed to the school if you leave (except by mutual consent) within 2 academic years.

**HOURS:** Full time

This is a full-time role with contractual obligations based upon the Teacher 'Burgundy Book' conditions of employment.

### SCHOOL AND DEPARTMENT:

It is an exciting time to join the team at Harlington School. With a new Headteacher in post since Summer 2022, a new building opened in October 2023 and a new vision for the school, it is the perfect time to join our journey. Harlington School is seeking an ambitious, passionate, and experienced **Head of English** to lead our outstanding English department. This is an exciting opportunity for a dedicated professional to take a high-performing team to the next level, working within a school that has recently been rated GOOD by Ofsted.

### APPLY:

Applications are to be made electronically using the school application form available on the website. All enquiries and applications via email only to: [recruitment@harlingtonschool.org](mailto:recruitment@harlingtonschool.org). Applications can also be made on TES. If you require any further information or wish to discuss this role in more detail, please contact the Director of HR and Admin, Vanessa Chettiar via the recruitment email.

*We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.*

**CLOSING DATE: WEDNESDAY 26<sup>TH</sup> FEBRUARY 2025**

**SHORTLISTING AND INTERVIEWS MAY TAKE PLACE BEFORE CLOSING DATE FOR SUITABLE CANDIDATES.**

## SELECTION AND INTERVIEW PROCESS

### APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable references and safeguarding checks occurring prior to, during and after the interview process.
- Lesson observation and discussion/reflection meeting, to explore your current practice with you
- Interview panel if calibre of teaching and reflection is good, in line with the experience of the candidate.
- HR meeting.

Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.



# JOB DESCRIPTION

## Head of English - An Exciting Opportunity to Lead and Inspire

As a **Head of English**, you are more than a middle leader—you are a **visionary, a mentor, and a driving force** behind both your department and the school's wider success. As part of the **Leadership Committee**, you will shape the **strategic direction and daily operations** of your flagship department while working collaboratively to foster a culture of excellence across Harlington School. Under the guidance of the senior leadership team, you will be instrumental in driving the faculty's vision, ensuring it aligns with the dynamic and ambitious goals of the school.

This is not just about maintaining excellence—it's about taking it **to the next level**. You will lead a team of dedicated teachers, fostering a culture of high expectations, creativity, and innovation. Your leadership will directly impact **student success**, developing confident and articulate learners who thrive in and beyond the classroom.

## Your Role

- **Inspire and lead** a talented team, promoting a shared vision of excellence.
- **Shape the curriculum**, ensuring it remains diverse, engaging, and ambitious.
- **Drive innovation** in teaching and learning, leveraging best practices and evidence-based pedagogy.
- **Motivate and support** staff through high-quality professional development and performance management.
- **Champion literacy**, ensuring it is at the heart of the school's educational experience.

## A Tailored Leadership Role

Each year, in collaboration with the Headteacher, you will take on **specific leadership priorities**, ensuring your impact is aligned with the evolving needs of our students and school community.

## KEY TASKS AND RESPONSIBILITIES

### Leading Teaching and Learning

- Champion **exceptional teaching** that inspires curiosity and ensures outstanding student progress.
- Lead with **innovation and creativity**, ensuring your faculty's curriculum is **engaging, inclusive, and challenging**.
- Balance **ambition with wellbeing**, creating **workload-conscious** strategies that empower staff to thrive.
- Drive **high standards** in assessment, reporting, and tracking, ensuring every student is challenged and supported to meet their full potential.

### Visible, Supportive Leadership

- Be a **dynamic presence** across the school—leading by example in the classroom, corridors, and community.
- Emphasise a **culture of collaboration**, working with staff to maintain consistency and high expectations.
- Engage in **restorative practice** and model positive behaviour, ensuring a nurturing yet disciplined learning environment.



## Developing Excellence in Staff

- Mentor and develop **outstanding teachers**, ensuring continual professional growth.
- Promote a **culture of reflection and improvement**, embracing research-led teaching strategies.
- Lead on recruitment, ensuring the **best educators** join and thrive within the faculty.

## Creating an Outstanding Student Experience

- Cultivate a faculty that exceeds expectations, driving high academic standards and **transformational learning**.
- Prioritise **reading, writing, and oracy**, embedding literacy at the heart of student success.
- Continuously review and refine our **diverse, dynamic, and forward-thinking** curriculum that is preparing students to thrive in an ever-evolving world.

## Collaborating for Whole-School Success

- Play a key role in **school-wide initiatives**, from curriculum innovation to student pastoral care.
- Ensure safeguarding remains **an absolute priority**, proactively identifying and addressing concerns.
- Represent the faculty's interests at **senior leadership meetings**, helping to steer the school's ongoing development.

## GENERAL HEAD OF FACULTY KEY TASKS AND RESPONSIBILITIES

### Leading Teaching and Learning

- Take overall responsibility for all teaching and learning within the faculty, ensuring high standards and continuous improvement.
- Implement effective assessment, recording, and reporting systems to track student progress and ensure all students meet agreed targets.
- Develop and oversee schemes of work that include personalised learning to cater to diverse student needs.

### Supporting and Developing Staff

- Ensure that all faculty members are performing effectively and efficiently, allocating staffing resources strategically to maximise impact.
- Stay informed about national strategies and developments in the subject area, ensuring relevant information is communicated to the faculty and wider school.
- Lead, develop, and enhance the teaching of colleagues within the faculty through coaching and professional development.
- Play a key role in staff recruitment and ensure strong mentoring and support for newly qualified and trainee teachers.

### Contributing to School Leadership

- Represent the faculty within the wider management of the school and contribute to collaborative arrangements with other schools.
- Contribute to curriculum development and timetabling to support whole-school priorities.
- Attend and actively contribute to the Leadership Committee and participate in the school's quality assurance processes.
- Set and agree professional targets annually with the relevant senior leader, engaging in regular appraisal and performance review.



## Managing Resources and Wellbeing

- Manage the faculty budget effectively, ensuring value for money and high-quality resources.
- Promote a balanced and sustainable workload for staff, prioritising wellbeing alongside high expectations.
- Support the faculty in upholding the school's behaviour policies consistently and equitably.
- Play an active role in pastoral care and student wellbeing as required.

## Being a Visible and Supportive Leader

- Be a highly visible and supportive presence around the school, particularly during student learning time.
- Provide hands-on support for staff when needed, helping to maintain a positive and focused school environment.
- Actively engage in and model restorative practice, fostering a culture of respect and accountability.

## Commitment to Safeguarding and School Ethos

- Maintain a proactive and robust approach to safeguarding, ensuring concerns are reported and managed effectively.
- Uphold and promote the ethos and values of the school in all stakeholder engagement and within the wider community.

## REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher. This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher.

**Person Responsible: Headteacher.**

## LINE OF RESPONSIBILITY

The Head of English is directly responsible to the Deputy Headteacher or Assistant Headteacher allocated as a line manager.

The Head of English is responsible for the performance of all staff within the faculty, including acting as team leader within the school's appraisal scheme.



## PERSONAL SPECIFICATION

Personal and Interpersonal Qualities – all posts	Essential	Desirable
Be prepared to adopt and support the core values of Harlington School , in order to play your part in providing high quality education and support to our students and other staff colleagues	✓	
Understand, promote and uphold policies for safeguarding children and young people	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player	✓	
Positive, 'can do' approach to tasks and workstreams	✓	
Calm and patient; emotionally resilient in challenging situations	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people	✓	
Planned and organised approach to workload	✓	
Excellent written and verbal communication skills	✓	
Good ICT skills, including Excel, Word	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	

Qualifications, Understanding and Experience - Head of Faculty	Essential	Desirable
Appropriate First degree (2ii minimum pass)	✓	
Qualified teacher status.	✓	
Further leadership qualifications, including SLE, NPQML		✓
A continued commitment to own professional development.	✓	
Teaching experience within the designated age range in a diverse urban school	✓	
Understanding of child-safeguarding issues and successful measures that promote and ensure the safe-guarding of children	✓	
Knowledge of current curriculum, guidance and developments	✓	
Excellent progress and attainment measures for own classes	✓	
Experience of middle leadership responsibilities, including quality assurance processes		✓
Experience of line management and leading performance management and appraisal procedures		✓
Competence and enthusiasm for VLE's and technology – assisted learning		✓
Experience of coaching or mentoring staff who are in training, or in the early stages of their teaching career		✓





# SCHOOL BACKGROUND INFORMATION

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. The School has been in the top quintile nationally for FSME6, EAL and mobility for a number of years, but since 2016, we have moved nearer to the national average for deprivation, although we are still in the 4th quintile. Prior attainment on entry is below the national average in all year groups, but the number of highly able students is increasing year on year. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 162 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an ArtsMark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 we were featured in the Parliamentary Review: <https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent OfSTED Section 8 inspection in November 2024, the school was judged as continuing to be Good.

<https://reports.ofsted.gov.uk/provider/23/102451>

## NEW TO THE TEACHING PROFESSION?

Training and development needs are fully supported in ECT years and beyond. We have a full time professional tutor in addition to your faculty mentor, to guide and support ECTs and there is a weekly ECT training programme in addition to other professional development programmes. Loadings are reduced, and classrooms are located near to more experienced staff in the faculty. Wherever possible we look at not only the number of periods ECTs teach but also the number of classes they are responsible for, in their first year.

We actively promote collaborative and reflective practice, and support colleagues who are new to the profession in developing positive relationships and effective behaviour management strategies, as well as developing effective techniques to reduce workload. We know that the first couple of years in the profession are hard work as they develop their craft, and we encourage ECTs to share in their successes, but also not be afraid to ask for help if they need it.

We offer the opportunity of paid employment for the last three weeks of the summer term prior to September contracts commencement.

## TEACHING STAFF: LEARNING, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

Teaching is good at Harlington as a result of a whole school commitment to continual discussion and improvement of the teaching craft. We have reduced teacher loadings for many teachers to create a weekly Joint Planning Time for subject areas during the school day, and we have used our training day provision to create regular Teacher Development meeting slots after school. We have a Teaching Team comprising of Lead Practitioners and a Professional Tutor who are highly regarded for their support and CPD programmes for all staff. Staff who are relatively new to the profession are given time, energy and care to support their training. We very rarely ask teachers to teach outside of their specialism, and we are investing heavily in developing a trust based, coaching model. As a result, teaching quality has further strengthened since OfSTED judged it to be good in November 2024. We are highly regarded by Teach First and a number of universities, who place large numbers of Beginner Teachers on placement with us. Staff are encouraged and supported to gain additional qualifications, and we currently have staff undertaking National Professional teaching accreditations, as well as Lead Practitioner and Masters' Degrees. There are 'step up' programmes for emerging middle and senior leaders, and coaching opportunities for the Middle and Senior Leadership Team. Preparation for Headship is established, with 4 colleagues either undergoing or have completed NPQH, the 'Head for a Day' Programme.





We are developing our virtual learning platform, migrating to Microsoft Teams this year for student communications, remote learning and pedagogy to provide a wider range of curriculum resources to students. We are actively moving away from 'marking' to 'feedback', and developing best practice in moderating students' work when evaluating progress.

## ASSOCIATE STAFF: ETHOS, VALUES AND PROFESSIONAL DEVELOPMENT

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We are currently supporting entry level and higher level apprenticeships in finance and learning support, and we have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.

## HOW TO FIND US

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport. We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M25.

### BY BUS

U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

### BY RAIL

Hayes & Harlington Station from Paddington, Ealing, Reading and Slough.

### BY CAR

Exit M4 Junction 4, following signs towards Hayes.

If you wish to use your Sat Nav to find us, use postcode UB3 1PB. Please park in the car park accessed from Dudley Place.

