



APPLICATION PACK
ASSISTANT HEADTEACHER,
DIRECTOR OF LEARNING (ENGLISH)
AT WESTFIELD ACADEMY



Westfield Academy
Seeing the qualities in every child

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Context and Rationale:

This vacancy for an Assistant Headteacher, Director of Learning (English), has emerged following a change in the current Head of English’s role. Historically, our school has seen a consistent rise in academic outcomes. However, last year we experienced a decline, significantly attributable to attendance issues. Following strategic interventions, attendance has significantly improved and now places us in the top 40% of schools nationally. With this improvement firmly in place, we have undertaken a thorough analysis of our performance and identified that our most pressing area for development lies in subjects with high literacy demands—particularly those requiring extended written responses—and most notably within English.

Key Focus Areas:

- **Whole-School Literacy Strategy:** The postholder will be instrumental in enhancing literacy teaching and learning across the curriculum. Strengthening students’ reading comprehension, vocabulary acquisition, and writing skills will be essential steps in improving performance in heavily literate subjects such as History, Geography, and the Humanities. Working with the heads of subjects to review and update their curriculums ensuring literacy is effectively addressed.
- **Raising Attainment in English:** The immediate priority is to drive up outcomes in English. Our performance data indicates that students struggle most with long-form, discursive writing and complex textual analysis, which has led to underperformance in English GCSE results.
- **High-Expectations Culture:** This role will support the continued cultivation of a positive, aspirational culture around reading, writing, and academic language use across the school. By modeling and embedding best practices in literacy pedagogy, the successful candidate will help all staff raise students’ literacy proficiency.

Existing Strengths and Team Composition:

We are well-positioned to succeed. The English department comprises a full team of subject specialists who share a collective commitment to professional excellence. Within this team, there are three postholders with Teaching and Learning Responsibilities (TLRs), providing a robust middle leadership structure. Additionally, we have four current English examiners on staff, ensuring our approaches to assessment and feedback are informed by up-to-date examination requirements and best practices.

Scope of the Role and Future Growth:

Initially, the Assistant Headteacher (Director of Learning) will concentrate tightly on improving English outcomes and leading the development and implementation of a whole-school literacy strategy. This focused approach will enable quick, measurable improvements in student performance, setting the foundation for a broader strategic contribution.

As time progresses, and as English and literacy outcomes solidify, the role will naturally expand, offering wider senior leadership responsibilities. The postholder will increasingly influence teaching and learning initiatives across multiple subjects, contributing to curriculum development, staff training, and the overall instructional ethos of the school.

In Summary:

- **Immediate Priority:** Strengthening English achievement and embedding whole-school literacy improvements.
- **Wider Impact:** Over time, leading and supporting pedagogical excellence throughout the curriculum.
- **Supportive Environment:** Working within a strong, cohesive English team enhanced by TLR postholders and experienced examiners.
- **Longer-Term Development:** Assuming broader senior leadership responsibilities as improvements take hold.



Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated '[Good](#)' by OFSTED (2023, 2018, 2014) and our student numbers remain at full capacity.

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our 11 full time, non-teaching Heads/Deputy Heads of Year are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely "rare cover".

This role represents a unique opportunity to directly impact student outcomes in English while shaping a literacy-rich school culture that empowers all learners and strengthens performance across the curriculum.

Please return your application form, including the names and addresses of two referees, to Lisa Jeffreys, Headteacher's PA, (lisa.jeffreys@westfieldacademy.co.uk) by 09:00am on Monday 13 January 2025. Interviews will take place over 2 days on Wednesday 22 & Thursday 23 January 2025. Shortlisted candidates will be contacted by 5:00pm on Tuesday 14 January 2025.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- **Have Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



JOB DESCRIPTION

ASSISTANT HEADTEACHER, DIRECTOR OF LEARNING (ENGLISH)

Main Purpose of Job

- To raise outcomes across the academy by improving standards of literacy across all subjects
- To contribute to the strategic leadership and development of the school as part of the senior leadership team
- To lead the English team.
- To Lead and coordinate the English TLR holders (3) in English for all aspects of learning and teaching within the English team.
- To be responsible for the provision and delivery of a range of courses suited to the abilities, interests and learning styles of the full range of learners.
- To monitor the work of English in order to be able to:
- Identify and celebrate success
- Identify best practice and ensure it becomes an entitlement for all learners
- Be responsible for the management of behaviour of students
- Challenge underperformance and support underperforming team members

Main Responsibilities & Duties

Lead a team

- Lead by example—act as a positive role model to students and staff and be an effective classroom practitioner
- Strategically direct the work of members of the team through effective appraisal and team development planning
- Identify the CPD needs of the team and plan to meet those needs
- Manage the work and utilise the skills of UPS teachers within the team to develop the practice of others; ensuring that they make a contribution beyond their own classroom
- Delegate roles and tasks appropriately
- Ensure high standards of conduct, classroom management and teaching
- Ensure school and team protocols and procedures are adhered to
- Report as required to the Headteacher, the progress made in implementing the team development plan, progress made towards targets and any issues arising from monitoring
- Meet regularly with a line manager to report progress made in implementing the team development plan, progress made towards targets and any issues arising from monitoring and to seek advice over day-to-day team management issues
- Ensure the team budget and resources are deployed effectively
- Ensure that the department classrooms, corridors and work rooms are tidy, well-ordered and stimulating places in which to learn



JOB DESCRIPTION (continued)

Be responsible for all aspects of learning and teaching within the team

- Ensure the school's policies and procedures on learning and teaching, homework, assessment and reporting, and behaviour management are implemented.
- Ensure suitable schemes of learning exist, are updated and implemented.
- Ensure lesson planning is of a high standard and suitably meets the needs to all learners, including those with special or additional learning needs
- Ensure safe practice, including ensuring that health and safety risk assessments are carried out and adhered to by all members English.

Be responsible for the provision and delivery of a wide range of course suited to the abilities, interests and learning styles of the full range of learners

- Ensure a suite of suitable, accredited courses at entry level, level 1 and level 2 are provided by the team—at the moment these are likely to be GCSE English Language and GCSE English Literature
- Ensure that the arrangements for delivering these courses meet with the specifications outlined by awarding bodies
- Ensure that team keeps up to date with the latest curriculum developments within the team area.

Monitor the work of the team

- Ensure robust quality assurance procedures are in place, including formal classroom observations, informal classroom observations, monitoring of regular assessment data, work sampling, moderation or agreement trialling and stakeholder surveys
- Act on any issues raised through quality assurance
- Ensure successful performance by students and staff is recognised and celebrated
- Ensure best practice within the team is recognised and quickly becomes accepted normal practice and an entitlement for all learners
- Seek out best practice in other team areas and other institutions and, where appropriate, adapt and implement it into practice within the team
- Ensure that procedures within the team ensure high standards to behaviour
- Know where there is underperformance within the team and be responsible for challenging underperformance and supporting underperforming team members.

To contribute to the strategic leadership and development of the school as part of the senior leadership team

- Attend SLT meetings and help formulate and implement whole school strategies, policies and procedures
- In consultation with the Headteacher, take on responsibility for leading a whole school issue as part of the school's development plan
- Be highly visible around the school, particularly at the start of the day, between lessons and at break time and lunchtime and at the end of the day, in order to promote high standards to behaviour
- Contribute to the whole school programme of assemblies
- Attend full governors meetings and sub committees as required



JOB DESCRIPTION *(continued)*

Facts & Figures

- Responsible for staff and students in an identified curriculum area
- Access to clerical support
- Control of a subject budget—based on formula funding
- Number of teaching periods—expected to be approximately 25 a fortnight

Supporting Processes

Problem Solving and Creativity

- Be receptive to innovative ideas that offer developmental opportunities to the department area.
- Be creative in developing new initiatives that support identified whole school priorities and improve standards and achievement in subject area—within the constraints of the whole school priorities.
- Be ready to deal with unexpected and urgent situations on a daily basis.
- Work to competing deadlines, priorities and plan time carefully, identifying what outcomes will have the most impact on student progress.
- Work independently and take responsibility for decisions made with agreed good practice boundaries.
- Analyse data available to monitor attendance, behaviour and attainment, identifying and addressing concerns that arise within the subject area
- Provide advice and guidance to colleagues; sharing appropriate information and implementing solutions to resolve identified problems.

Decision Making

- Will make day to day decisions about the operation of the subject area and will refer key strategic decisions to line manager
- Be involved in budget planning and deployment of resources
- Be involved in the recruitment, deployment and development of staff
- Take appropriate actions to improve the behaviour and attainment of students in the subject area
- Know when to delegate and empower others to make decisions about actions to be taken.

Physical Effort & Working Conditions

- Classroom based.
- Access to office facilities, desk and computer.



JOB DESCRIPTION *(continued)*

Contacts & Relationships

The post holder will need to :-

- Meet and communicate verbally and in writing with a number of people in order to build positive relationships and deliver the quality of provision required
- Work closely with teachers and support staff at every level in the school; students, parents/carers to provide information and advice; direct, guide, motivate, monitor, praise and sanction
- Develop effective links with colleagues at other schools and colleges; local business and community contacts; LA; Consultants
- Provide information or advice for governors, inspectors and visitors to school

Additional Information

In addition to the above responsibilities and duties the post holder will carry out the professional duties expected of all teachers as laid out in the Teachers' Standards document 2012, The Westfield Standards document 2017, the Westfield Staff Code of Conduct and Dress and Appearance document.

Knowledge, Skills & Experience

See Person Specification.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.



PERSON SPECIFICATION

Qualifications

Essential

- A degree in English
- Qualified teacher status

Desirable

- Higher degree or similar

Knowledge

Essential

- Excellent understanding of safeguarding practices
- Outstanding subject knowledge
- Knowledge of key developments in the English Curriculum
- Understanding of the key whole school issues

Personal Qualities

Essential

- An inspirational teacher and coach
- Excellent behaviour management skills
- Outstanding leadership and management skills
- Highly organised
- A team player with the enthusiasm to motivate staff, students and others
- Flexible “can” attitude—willing to contribute to the school beyond the norm
- Ambitious for the school, students and themselves
- Ability to act as an outstanding advocate for Westfield and our students when dealing with external partners
- Confidential in the use of ICT both in teaching and learning and administration
- Professional integrity and a deep commitment to education
- High, realistic expectations
- Committed, passionate and driven
- Excellent oral and written communication skills
- Ability to work independently, manage own workload and get things done effectively
- Resilience and ability to work under pressure
- Enthusiastic, positive and optimistic
- Excellent interpersonal skills
- Willing to contribute to the wider leadership of the school

Professional Development

Essential

- Committed to own personal development
- Evidence of recent relevant CPD

Desirable

- Evidence of middle leadership training

Experience

Essential

- Evidence of outstanding teacher and excellent results
- Evidence of leading and managing change
- Evidence of fostering excellent relationships within a team and beyond
- Evidence of carrying out appraisal and where appropriate challenging under performance
- Evidence of budget management
- Evidence of working successfully with a range of stakeholders internally and externally
- Evidence of recognising and celebrating achievement

Desirable

- Evidence of developing successful bids for external funding
- Evidence of leading a successful department

Leadership & Management Skills

Essential

- Ability to develop the talents and potential of all students and colleagues
- Ability to communicate effectively and foster good relationships with colleagues, students, parents and community partners
- Ability to use evidence to make decisions and prioritise actions
- Evidence of commitment to safeguarding children

Desirable

- Budgeting
- Evidence of successfully leading a team
- Evidence of fostering positive relationships
- Ability to be creative in finding solutions to challenging situations

English at Westfield Academy

The English department comprises the following personnel:-

Vacancy	Director of Learning (English, Assistant Headteacher)
Matthew Day	Deputy Leader of English
Michelle Pike	Deputy Leader of English (RSL & Literacy)
Angela Poole	Deputy Leader of English (Language)
Sarah Allen	Teacher of English (Assistant Headteacher)
Emma Connolly	Teacher of English
Jade Davies	Teacher of English
Grace Drayton	Teacher of English
Jessica Elder	Teacher of English
Amanda Montague	Teacher of English
Matthew Reid	Teacher of English (Deputy Headteacher)

Accommodation

The department is located in a modern suite of classrooms, with each teacher having their own classroom, where possible. In addition, the department is placed next to the library which plays an important role in encouraging wider reading. The department is very well resourced and each classroom has an interactive whiteboard.

Courses

Students follow the AQA GCSE English Language and English Literature courses. Our SOLs are designed to help students to build up these skills from Year 7, covering 19th Century, Shakespearean and Gothic texts, as well as a diverse range of fiction and non-fiction from a wide array of writers.

Student Groupings

The school runs a two week timetable with students being timetabled for 7 or 8 hours per fortnight. Key Stage 3 classes are presently mixed ability and board banding takes place at Key Stage 4.



INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **09:00am on Monday 13 January 2025** with interviews taking place over 2 days **on Wednesday 22 & Thursday 23 January 2025**.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to lisa.jeffreys@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Assistant Headteacher, Director of Learning (English). Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Assistant Headteacher, Director of Learning (English)
Westfield Academy, Stiby Road, Yeovil, Somerset, BA21 3EP
This position is full time and permanent.

Reporting to Headteacher

Location Westfield Academy and any other place operated by the Academy.

Start Date Easter 2025 or September 2025 for the right candidate

Salary Leadership Spine Points 10-14

Holidays You are entitled to take holiday during normal school holidays except where your presence is required for the proper execution of your duties.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the TPS.

www.westfieldacademy.co.uk

