

# The Bishops' Blue Coat CE High School



**Post of:**  
**Subject Leader of English and Reading**

Application Pack  
Full-time, Permanent  
TLR 1b  
Required for September 2025



**Closing Date:**  
**Friday 24<sup>th</sup> January at 9am**  
[www.bishopschester.co.uk/careers-vacancies](http://www.bishopschester.co.uk/careers-vacancies)

# The Bishops' Blue Coat CE High School



## Join Our Team and Make a Difference in the Quality of Education at Bishops'

Thank you for downloading our recruitment pack, I appreciate your interest in this position and hope that the information provided will inspire you to join our mission and vision. Our goal is to cultivate a thriving educational community where every student is valued, so they can flourish and become their best selves. We empower our students to be confident, lifelong learners, responsible citizens, and compassionate individuals both personally and spiritually by knowing, nurturing, and inspiring them.

As a forward-thinking school, Bishops' has an excellent reputation and is dedicated to achieving outstanding performance in all aspects. Our team is committed to fostering positive relationships with staff and students, and we believe in the professional development of all members. If you share our vision and are interested in the position, please download our application form from the website and submit a letter of support that addresses how you meet the Person Specification. I look forward to hearing from you.

If you share the School's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk) by the closing date.



**Helen Cairns**  
Headteacher



# The Bishops' Blue Coat CE High School



## VACANCY

### SUBJECT LEADER OF ENGLISH AND READING

**Full Time, Permanent**

**TLR1b**

**Required for September 2025**

The Bishops' Blue Coat Church of England High School is looking to appoint an exceptional and dedicated Subject Leader of English who will also be the key driver in our whole school reading programme.

You will work within a team of highly motivated and talented individuals who work closely together in their shared commitment to provide high quality teaching and learning in every lesson and for every student. The role will involve teaching English at key stages 3, 4 and A level. If you are motivated by the opportunity to make a lasting impact on our students' 7-year journey at Bishops' and the professional growth of colleagues, we invite you to apply and join our forward-thinking community.

The successful candidate will be a creative, innovative and enthusiastic practitioner who is able to think strategically, secure high achievement and lead from the front and build on best practice further raising standards.

The Bishops' Blue Coat CE High School is a high achieving and forward-thinking school, which is oversubscribed and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment.

If you are interested in this post then please complete a Teaching Staff Application form, available from our website and submit along with a letter of application by **Friday 24<sup>th</sup> January at 9am**.

Interviews are scheduled for Thursday 30<sup>th</sup> January and the morning of Friday 31<sup>st</sup> January.

Should you have any queries regarding the role please contact [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)

We reserve the right to close this vacancy early should we receive a significant number of applications from suitably qualified candidates therefore we advise that you submit your application as soon as possible.

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

## THE DEPARTMENT

### SUBJECT LEADER OF ENGLISH AND READING

**The English Department** is a dedicated, professional and highly effective team committed to raising the attainment of all students. The results of all Key Stages have been consistently high compared with other schools and are improving year by year.

#### Facilities

English teaching takes place in eight refurbished classrooms in a dedicated area of the school, each containing networked linked computers and permanent media projection equipment. All rooms have interactive white boards, and all teachers have iPads. We have a large, staffed, school library that is well resourced and well used by the team. All KS3 students have one dedicated reading lesson in the library and one dedicated literacy lesson per fortnight.

#### The Curriculum

Pupils are placed into sets by ability in September of year 7 using data from our partner primary schools' KS2 results. English has a 5-year scheme of learning culminating in sitting the AQA GCSE English Language and GCSE English Literature. All terminal examinations are sat at the end of year 11.

In the Sixth form we offer AQA A Level Language and Literature and WJEC Film Studies. These are both very popular courses with approximately 20 students every year.

A range of activities are provided by the department for our young people:

Younger students experiencing difficulties with reading benefit from a reading programme that includes working with Y12 'Reading Buddies', TA reading intervention, specialist phonics teaching and small group guided reading sessions.

Year 7 and 8 students have the opportunity to take part in a reading, writing and film club. We offer a range of enrichment activities and aspire to take every year group to the theatre every year.

We offer author visits for every year group, every year. Year 7 participate in Book Buzz each year.

### Examination Results 2024

#### GCSE

Qualification Name	9 – 5 %	9 – 4 %
English Language	58%	76%
English Literature	61%	81%

#### ALEVEL

Qualification Name	A* - B %	A* - C %	A* - E%
English Language and Literature	47%	84%	100%
Film Studies	60%	100%	100%



## JOB DESCRIPTION

### SUBJECT LEADER OF ENGLISH AND READING

<b>Post Title:</b>	Subject Leader of English and Reading.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Ensure that the English department delivers an outstanding quality of education for all students.</li> <li>• Ensure the English department achieves outstanding academic outcomes in internal and external assessments for all students.</li> <li>• Ensure that all members of the English department are supported with a relevant, well-designed, and effective subject-specific programme of CPD.</li> <li>• Ensure that the school has a clear and accurate picture of the English departments strengths and areas for development by implementing the School's quality assurance processes.</li> <li>• Ensure that subject areas are aligned to, and compliant with, whole-school processes, procedures and initiatives.</li> <li>• Create and deliver a sustainable whole reading programme including effective intervention for struggling readers, thus supporting all students in accessing the curriculum.</li> <li>• To fulfil the requirements of the Teachers Standards</li> </ul>
<b>Reporting to:</b>	Line Manager
<b>Responsible for:</b>	The leadership of English and the whole school reading programme.
<b>Liaising with:</b>	Subject/Pastoral Leaders and department colleagues
<b>Working Time:</b>	Full time
<b>Salary/Grade:</b>	MPS/UPS plus TLR1b
<b>Quality of Education</b>	<p>Ensure that the English faculty delivers an outstanding quality of education for all students.</p> <ul style="list-style-type: none"> <li>• Teach exceptionally effective lessons that ensure, overtime, students know, remember and can do more.</li> <li>• Construct an English curriculum that is ambitious, rigorous and compliant with the National Curriculum.</li> <li>• Make sure the curriculum is carefully and coherently sequenced so that students develop expertise in English and their wider cultural capital.</li> <li>• Implement appropriate adaptations so that all groups of students know, remember and can do more, over time and achieve the same endpoints.</li> <li>• Develop subject-specific approaches to teaching that ensure subject matter is presented clearly and logically; assessment is used systematically to identify misconceptions; and direct feedback helps students to make progress.</li> <li>• Ensure assessment in English is used to help teachers check students' understanding so that students develop fluency in English.</li> <li>• Be responsible for the environment in the English faculty ensuring it is calm, purposeful and supports learning.</li> <li>• Strategically deploy the relevant TLR holders in the faculty to ensure the curriculum is highly effective.</li> </ul>
<b>Assessment</b>	<p>Ensure the English department achieves outstanding academic outcomes in internal and external assessments for all students.</p> <ul style="list-style-type: none"> <li>• To set aspirational targets in line with the whole school system</li> <li>• Implement strategies that ensure that there is continual improvement in outcomes for all groups of students.</li> <li>• Ensure that disadvantaged students achieve well.</li> <li>• Make sure that students are appropriately prepared – through the delivery of a well sequenced and rigorous curriculum – to perform successfully in all summative assessments.</li> <li>• Strategically deploy Intervention to ensure that under-performance in all years is identified decisively and robustly addressed leading to improvement.</li> <li>• Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.</li> </ul>
<b>Professional Development</b>	<p>Ensure that all members of the English department are supported with a relevant, well-designed, and effective subject-specific programme of CPD.</p> <ul style="list-style-type: none"> <li>• Ensure that all English teachers have excellent subject knowledge and can deliver subject content with confidence and clarity.</li> <li>• Provide bespoke support to ECTs and new teachers and non-specialist to ensure that they have the pre-requisite knowledge to deliver the subject with confidence and clarity.</li> <li>• Lead department development time e.g. Department meetings ensuring that members of the English team have absolute clarity about how the curriculum will be implemented effectively and consistently.</li> <li>• Where teachers are underperforming, implement robust and decisive actions to support sustained improvements.</li> </ul>

## JOB DESCRIPTION

### SUBJECT LEADER OF ENGLISH AND READING

<b>Professional Development</b>	<p>Ensure that all members of the English department are supported with a relevant, well-designed, and effective subject-specific programme of CPD.</p> <ul style="list-style-type: none"> <li>• Ensure that all English teachers have excellent subject knowledge and can deliver subject content with confidence and clarity.</li> <li>• Provide bespoke support to ECTs and new teachers and non-specialist to ensure that they have the pre-requisite knowledge to deliver the subject with confidence and clarity.</li> <li>• Lead department development time e.g. Department meetings ensuring that members of the English team have absolute clarity about how the curriculum will be implemented effectively and consistently.</li> <li>• Where teachers are underperforming, implement robust and decisive actions to support sustained improvements.</li> </ul>
<b>Quality Assurance</b>	<p>Ensure that the school has a clear and accurate picture of the English department's strengths and areas for development by implementing the school's quality assurance processes.</p> <ul style="list-style-type: none"> <li>• Embrace the schools' approach to quality assurance.</li> <li>• Contribute to the school procedures for learning walks and observations.</li> <li>• Ensure accurate recording of information discerned from quality assurance.</li> <li>• Make sure that quality assurance is part of a developmental cycle leading to a culture of continuous improvement for the department and individual staff.</li> </ul>
<b>Management of Resources</b>	<p>To manage the available resources of space, staff, money and equipment efficiently within the guidelines and procedures laid down.</p> <ul style="list-style-type: none"> <li>• Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students</li> <li>• Audit, check and manage resources to ensure they are up to date and match student and curriculum needs</li> <li>• Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.</li> <li>• Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary</li> <li>• To liaise with the Line Manager to exhibit the communication, planning and organisational skills required to realise the Dept Development Plan.</li> </ul>
<b>Reading</b>	<p>Implement effective strategies for creating a whole-school reading culture which acts to close the reading gap in the classroom and beyond the school gates.</p> <ul style="list-style-type: none"> <li>• Be knowledgeable in the science of reading and Scarborough's reading rope.</li> <li>• Support teachers across the curriculum so they can better support students to overcome reading barriers by understanding what factors determine text complexity.</li> <li>• Identify struggling readers and implement effective interventions.</li> <li>• Work with the librarian to ensure the library is appropriately resourced to support both reading for purpose and pleasure.</li> <li>• Build parental reading partnerships so students read more and improve their reading ability.</li> <li>• Lead whole school reading CPD.</li> <li>• Report the impact of the reading programme to the senior leadership team.</li> </ul>
<b>Compliance</b>	<p>Ensure that the department is aligned to, and compliant with, whole-school processes, procedures and initiatives.</p> <ul style="list-style-type: none"> <li>• Ensure complete alignment of the English department with all whole-school policies, processes and procedures, including, but not limited to: pedagogy and curriculum; reading; behaviour and rewards; extra-curricular; examination analysis reports; equal opportunities; health and safety; performance appraisal.</li> <li>• To ensure Safeguarding training is up to date and that safe practices are followed within the department.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• To demonstrates resilience, motivation and commitment to driving up standards of achievement.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos, ensuring individual consistency with the culture, ethos and policies of the Trust.</li> <li>• To contribute to pastoral life of the school.</li> <li>• To contribute to PSHCE, according to School policy.</li> </ul>

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## PERSON SPECIFICATION

### SUBJECT LEADER OF ENGLISH AND READING

CRITERIA	ESSENTIAL REQUIREMENTS
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified teacher</li> <li>• Degree in English or equivalent</li> <li>• Good record of continuing professional development.</li> </ul>
<b>EXPERIENCE AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Reasonably recent experience of teaching in a comprehensive school</li> <li>• Experience of teaching A-level</li> <li>• Leadership and management experience such as being a Deputy Head of English</li> <li>• Experience of leading change and new initiatives</li> <li>• Knowledge of current issues in English Teaching</li> <li>• Understanding of how children learn to read and barriers that they may face.</li> <li>• Knowledge of children's literature.</li> <li>• Knowledge of how reading skills impact teaching and learning across the curriculum</li> </ul>
<b>ABILITIES AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Be an excellent teacher capable of getting the most out of students of all abilities and interests</li> <li>• Be able to secure high achievement.</li> <li>• Be able to think strategically</li> <li>• Be able to use data for monitoring, tracking and evaluation.</li> <li>• Be a good "people" person</li> <li>• Be a good communicator</li> <li>• Be able to lead and manage a high performing team</li> <li>• Be able to lead change effectively</li> <li>• Possess ICT skills</li> <li>• Ability to make a positive contribution to our Church Ethos</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Be able to support the school's Church Ethos</li> <li>• Be passionate about English and reading</li> <li>• Believe in the importance of students enjoying learning</li> <li>• Enjoy working with and relate well to students</li> <li>• Have a strong commitment to inclusion and the importance of all students</li> <li>• Have high expectations</li> <li>• Believe in continual improvement</li> <li>• Be hardworking, able to work under pressure and be able to get things done</li> <li>• Work well in a team</li> <li>• Have ambition</li> <li>• Have a commitment to safeguarding</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Disclosure</li> </ul>

## PERSON SPECIFICATION

### SUBJECT LEADER OF ENGLISH AND READING

CRITERIA	DESIRABLE REQUIREMENTS
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Good Honours degree</li><li>• NPQLL</li></ul>
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"><li>• Involvement in and support for extra-curricular activities and willingness to contribute to the school's overall programme</li><li>• Knowledge of Lexonik Programmes</li><li>• Experience of leading whole school Reading intervention</li><li>• Experience of delivering whole school CPD</li></ul>

All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection Policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. The schools Safeguarding Policy can be found here: [Safeguarding Policy](#)

### CLOSING DATE

9am on Friday 24<sup>th</sup> January 2025



## APPLICATIONS

### SUBJECT LEADER OF ENGLISH AND READING

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

#### **The Interview**

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

#### **How to apply**

Please download a Teaching Staff Application form via our website [www.bishopschester.co.uk/careers-vacancies](http://www.bishopschester.co.uk/careers-vacancies)

Please note only application forms fully completed will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)

Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following:

#### **FAO Vacancies**

The Bishops' Blue Coat CE High School  
Vaughans Lane  
Chester  
CH3 5XF  
01244 313806

**CLOSING DATE**

9am on Friday 24<sup>th</sup> January 2025

## MORE INFORMATION

### SUBJECT LEADER OF ENGLISH AND READING

#### References

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

#### Online Search

An Online Search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

#### Eligibility to work in the UK

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

#### Qualifications

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

#### Enhanced DBS Check

The successful candidate will be required to undergo an Enhanced DBS Check. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

#### Safer Recruitment

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

## APPLICATION DEADLINE

9am on Friday 24<sup>th</sup> January 2025

Jesus said "I came so that they may have life in all its fullness" John 10:10

**Dignity & Respect**

**Wisdom, Knowledge & Skills**

**Hope & Aspiration**



Known, Nurtured, and Inspired

