



## CANDIDATE INFORMATION BROCHURE



**Academies  
Enterprise Trust**  
To make our best better



To inspire young people to make their best better



## **Welcome from the Principal**

I am delighted to welcome you to Felixstowe Academy and would like to thank you for your interest in becoming a part of our team!

You will join us at an exciting time as we establish education provision in Felixstowe with high aspiration and expectations.

I am extremely passionate and committed to seeing Felixstowe Academy fulfil its potential and become outstanding - the fantastic staff within our Academy are central to us achieving this goal!

Children's education does so much to shape their character and personality, as well as their achievements, so it is for this reason that we have to get it right and provide the best education provision we possibly can.

The Academy's culture and ethos promotes high aspirations and expectations, balanced with the highest level of care and support. It is our aim that all children will love coming to the Academy, love learning, love being part of the Academy community and strive to be the best they can!

Yours faithfully

Mr Anthony Williams

**Principal**

## About us

We serve the local community of the coastal town of Felixstowe and have approximately 1300 students, including 160 in the Sixth Form.

Felixstowe Academy opened in September 2011 and is part of Academies Enterprise Trust (AET), the largest nationwide, multi academy sponsor in the country. We are proud to be part of a wider family of academies within Academies Enterprise Trust and the opportunities for support, innovation, collaboration, partnership and excellence that ensures that we fulfil our duty to inspire young people to 'make their best better'.

We were very fortunate to move into our new building in April 2014, which is well equipped with a 'super-lab', a number of multi-purpose learning spaces, and performance spaces which are set in large grounds. Technology is at the cutting edge of developments, with access to iPads for staff as well as Chromebooks for students. In addition, we can offer you a welcoming environment with supportive colleagues, and a strong focus on staff induction, training and development.

## Ofsted

Please click [here](#) to view our Ofsted report.



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## Inspiration, Influence and Integrity...

We are proud that our staff and students collectively created our vision statement, reflecting aspects already achieved by the community at Felixstowe Academy as well as our aspirations for the Academy.

The process of developing our vision included an opportunity for us to reflect on what the values of 'Inspiration', 'Influence' and 'Integrity' meant to us as a community and as individuals, before developing the words and ideas that would form our Vision. These values along with our vision will enable us to provide the excellent education provision that this community deserves.

Inspire happy, confident and successful students who are independent and resilient.

Much of our focus is around raising standards, improving the quality of teaching and learning, improved curriculum provision and excellent care, guidance and support. Our key aim is to provide a unique balance of fun, excitement and a love of learning with high expectations and aspirations. This will culminate in a rich and vibrant learning environment where students work hard and dream big!

Felixstowe Academy is a special place with caring staff who genuinely want the very best for every child. We hope who you choose to become part of this wonderful

school community that will provide a perfect platform for children to fulfil their hopes, dreams and aspirations.

We very much hope that if you decide to join our community here at Felixstowe Academy you will see all of this in action! Our students are bright, articulate young people and they will be only too willing to invite you in and show you around their school. Please contact Mrs J Cumberland, at [office@felixstoweacademy.org](mailto:office@felixstoweacademy.org) to arrange a tour!

### Job description

Post Title:	SUBJECT TEACHER MATH	
<p>The Professional duties of all teachers, (other than the Principal) are set out in the Teachers Pay and Conditions document and describe the duties required of all main scale posts. All teaching staff at Felixstowe Academy are required to undertake those duties as set out in the document and are subject to any amendments through government legislation.</p> <p>The description of the additional and specific requirements of the post of Subject Teacher at Felixstowe Academy, have been set out below:</p> <p>Any Tutor duties undertaken by subject teachers are covered in a separate job description.</p>		
Accountability:	<p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</p> <p>To monitor and support the overall progress and development of students as a Teacher in order to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of student attainment and achievement.</p> <p>All teachers share in the corporate responsibility for the well-being and discipline of all students and be accountable for the achievement of the students they are teaching</p>	
Responsible to:		Principal via the Leader of Learning Maths
MAIN (CORE) DUTIES see below		
Duties and Responsibilities:		
<p>Strategic:</p> <ul style="list-style-type: none"><li>• Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies;</li><li>• Contribute to the whole Academy and Subject Development Plans and their implementation;</li><li>• Plan and prepare lessons to a high standard as set out in the Teaching and Learning Policy;</li><li>• Contribute to academy-wide planning activities;</li><li>• Follow all academy policies and procedures;</li><li>• Assist the Vice Principal (Teaching and Learning) and Subject Leader to ensure that the</li></ul>		



curriculum area provides a range of teaching which complements the Academy's strategic aims and objectives;

- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's strategic direction;
- To be involved in departmental policy making and development and to participate in the development of appropriate specification materials and schemes of work.

#### **Staff Development:**

- Take part in the academy's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning;
- Engage actively in the Performance Management process;
- Continue personal development in the relevant areas including subject knowledge, teaching methods and areas identified in Performance Management;
- Ensure the effective / efficient deployment of classroom support;
- Work as a team member and contribute positively to effective working relations within the academy.

#### **Quality Assurance:**

- Help to implement academy quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy policies and procedures, including evaluation against quality standards and performance criteria;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

#### **Management of Data / Information:**

- Maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS, registers, etc. when required;
- Complete any relevant documentation to assist in the tracking of students;
- Track student progress and use information to inform teaching and learning.

#### **Communication:**

- Communicate effectively with the parents of students as appropriate;
- Where appropriate, communicate and co-operate appropriately with persons or bodies outside the academy;
- Follow agreed policies for communications in the Academy;
- Take part in liaison activities such as Open Evening, Open Mornings, Parents Progress Evenings, liaison events with feeder schools, etc.;
- Contribute to the development of effective subject links with external agencies;
- Liaise with the relevant Vice Principal (Pastoral Leader) to ensure the implementation of the academy's pastoral system.

#### **Resources:**

- Contribute to the process of the ordering and allocation of equipment and materials when requested to do so by the Subject Leader;
- Assist the Subject Leader to identify resource needs and to contribute to the efficient / effective use of physical resources;

- Co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the academy, curriculum area and the students.

### **Teaching:**

- Teach students according to their educational needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by students;
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- Ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching / learning experience of students;
- Undertake a designated programme of teaching as outlined on the academy timetable.
- Ensure a high quality learning experience for students, which meets internal and external quality standards;
- Prepare and update subject materials;
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the specifications taught;
- Maintain behaviour appropriate to learning in accordance with the academy Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework in line with the academy values;
- Undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures;
- Mark, grade and give written / verbal and diagnostic feedback in line with the academy's emphasis on Assessment for Learning;
- Encourage and be accountable for the highest possible achievement from all students in the classes allocated to you;
- Recognise and praise the achievement of students in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Pay particular regard to the 'Basic Protocols' section of the Teaching and Learning Policy.

### **Personal Responsibilities:**

- Play a full part in the life of the academy, to support the vision, aims, objectives, values and ethos and to encourage staff and students to follow this example.
- Actively promote academy policies and procedures;
- Be responsible for your own continued professional development;
- Comply with the academy Health & Safety policy and undertake risk assessments as appropriate;
- Be courteous to colleagues, students, visitors and telephone callers and provide a welcoming environment;
- Undertake break duties as designated on the academy Staff Duty Rota;
- Attend calendared meetings punctually;
- Set appropriate cover work during times of absence.



**Other clauses:**

- The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person specification

Factor	Essential	Desirable
Qualifications	A good honours degree or its equivalent and a PGCE or its equivalent	
Experience	Have taught at all levels of ability range KS3 to KS4 with an opportunity to teach A-level English	Experience within more than one school/academy  Experience of teaching on BTEC courses  Experience as a Form Tutor
Knowledge and Understanding	Have a detailed knowledge of National Curriculum requirements of their subject  Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning  Able to mark and monitor students' class and homework, provide constructive oral and written feedback, set targets for students' progress and provide informative reports to parents.	Skills to teach other subjects  High level of ICT skills
Personal Attributes	Displays energy, enthusiasm and commitment  Is able to prioritise and work under pressure  Communicates effectively with students, colleagues and parents  Is able to establish good working relationships with colleagues	Is able to contribute to extra-curricular activities outside their own subject area
Management	Secures a good standard of student behaviour in the classroom by establishing appropriate rules and high expectations  Ensures effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained  Maintains own professional development	

## **Academies Enterprise Trust**



Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

### **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

### **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



## **Google Education**

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education



A New and Open World for Learning

## **Staff Benefits**

### **Career Development**

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

### **Family Friendly**

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### **Financial**

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### **Health and Wellbeing**

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits

## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

The Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.