

Teacher of English

INFORMATION PACK FOR CANDIDATES

Dear Applicant

Thank you for your enquiry regarding the position of **Teacher of English** at Oasis Academy John Williams.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the Application Form – Section A to D (CVs are not accepted) and return it to Claire Warren, HR Officer, by either of the following ways:

Email: hr@oasisjohnwilliams.org

Post: Oasis Academy John Williams
Petherton Road
Hengrove
Bristol
BS14 9BU

The closing deadline for applications is no later than **9.00am** on **Thursday 22 February 2018.**

Please ensure you provide the name, address and status of two referees**,** one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held week commencing **26 February 2018.** If you have not been invited to attend by **Wednesday 1 March 2018** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyjohnwilliams.org, or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

Claire Warren
HR Officer

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A to D). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or other relevant investigating bodies.

Teacher of English
Job Description

Post:	Teacher of English	Salary:	M1-6/UPS1-3
Location:	Oasis Academy John Williams	Working Pattern:	Full time
Disclosure Level:	Enhanced	Perm/Fixed Term	Permanent

Job Purpose:

- To ensure high quality curriculum provision and effect teaching, which promotes learning
- To support our young people, both as a teacher and as a Learning Mentor, to thrive in learning and life
- To carry out professional duties as both a Teacher and a Learning Mentor to ensure a high quality offer to young people.
- To inspire our young people to be the best they can be
- To carry out professional duties of a qualified teacher in accordance with current DFE Teachers Pay & Conditions Document

Responsible to:

- The Principal
- The Vice Principal – Educational Outcomes and Head of Department/Faculty for the curriculum area delivered.
- The Vice Principal – Personal Development, Behaviour and Welfare and Year Team Raising Standards Leader in matters relating to the role of Learning Mentor.

Additional: Key Relationships

- Academy Leadership Team
- Teaching & Support Staff from OAJW and other Oasis schools
- Our Students
- Our Parents/Carers

Specific Responsibilities (in addition to those identified within the Teachers' standards)

- Lesson planning and effective delivery to meet the needs of all learners.
- Assessment and recording of achievement.
- Monitoring of student progress and reporting to parents and other colleagues as appropriate.
- Managing the classroom and resources effectively in order to create a safe, stimulating and positive learning environment for all students.
- To maintain positive discipline and promote the well-being and progress of students, providing guidance and advice.
- Monitoring patterns of attendance and punctuality.
- To engage fully with professional development activities.
- Developing positive relationships with colleagues, parents and students, maintaining effective lines of communication.

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The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility.