**English Teacher**

**Temporary post to cover Maternity leave**

**Haughton Academy**

**The Education Village Academy Trust**

* Candidate Information
* Person Spec
* Additional Information







November 2016

Dear Candidate,

Thank you for your interest in the post of Temporary English teacher, within Haughton Academy.I am delighted to have the opportunity to share some information about our Trust, the schools within it as well as some detailed information about the post.

The Education Village formed in 2006 with three schools – Springfield Primary School, Beaumont Hill Special School and Haughton Secondary School - coming together to form a hard federation under a PFI contract housed in a state of the art £27 million campus. In April 2012 The Education Village Academy Trust (EVAT) was formed and two further schools subsequently joined the original three schools in the Trust – Gurney Pease Academy (a mainstream primary school) and Marchbank Free School (a SEMH Special Free School), both on their own individual sites.

This role is a wonderful opportunity for someone with drive, enthusiasm and ambition to work alongside colleagues to further improve teaching and learning in our English department and make a real difference to our school. You will join us on our journey to outstanding - building on our many successes and driving forward school improvement. There will be a genuine commitment to your professional development through our excellent CPD programme as well as access to modern teaching and learning resources and opportunities.

The Education Village Academy Trust is committed to providing an outstanding education in the broadest sense. Our key priorities are to:

* develop successful learners
* increase learner progress to reach full potential
* extend students’ moral, social, cultural and spiritual development

What can you expect from us?

Staff are The Education Village Academy Trust’s most valuable resource and we value and invest in our people. We encourage reflective practice, classroom-based research and collaborative peer coaching because we want staff to deliver outstanding provision and to maintain a passion for learning. Wherever possible we seek to accredit the professional development work of staff. Learning from others is at the centre of our staff development provision. We are highly fortunate that our broad educational provision allows us to draw on a wealth of knowledge, enthusiasm and expertise to deliver a broad and varied internal CPD programme.

If you would like to arrange a visit to our school please contact Emma Alderson (HR Officer) on 01325 248161.

Yours faithfully,

Jonathan Lumb

Principal

Haughton Academy

Post and Person Specification

|  |  |
| --- | --- |
| **POST TITLE :** | **Teacher of English** **Temporary full time to cover maternity leave** |
| **GRADE :** | **Main Pay Scale/Upper Pay scale** |
| **REPORTING RELATIONSHIP** | **Subject Leader.** |
| **JOB PURPOSE :** | **To teach within Haughton Academy part of the Education Village Academy Trust (Trust), with responsibility for delivering English to key stage 3 & 4 students** |
| **POST NO.** |  |

**MAIN DUTIES/RESPONSIBILITIES**

To teach English at Key Stage 3 & 4 within Haughton Academy.

**Teaching and Learning**

* To plan and deliver lessons to the highest quality, ensuring good or better progress is made by all students.
* To ensure all marking and feedback is completed to the Trust’s highest expectations.
* To ensure lessons are engaging and differentiated to meet the needs of all students.
* To regularly use assessment strategies to monitor the progress of students.
* To use the Academy assessment tracking documents and ensure all progress data is entered accurately and on time.
* To contribute effectively to all subject team, pastoral team and whole school meetings.
* To act as an excellent tutor to an assigned group of students.
* To intervene effectively for all underperforming students.
* To teach assigned classes as per timetable and plan prepare, evaluate, and review lessons, teaching and learning styles, and homework in accordance with academy’s practice and policy, and in such a way that teaching staff model consistently high standards.
* To take an appropriate share of the responsibility of covering for absent colleagues.
* To prepare educational plans and assess, record, report and review student progress and achievement in accordance with academy policy and practice.
* To adapt teaching strategies to changing circumstances and in response to new ideas.
* To have high expectations of students.

***Pastoral***

* To establish excellent relationships with students and staff.
* To record and monitor attendance in the academy, and follow up issues in a timely manner, in line with Academy policy.
* To ensure students maintain and display the acceptable standards of behaviour in all aspects of Academy as described in the Behaviour Management Policy and Practice and other guidelines for staff.
* To take an appropriate share of responsibility for the supervision of students at break times.
* To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

***Staff Group***

* To participate in Trust’s Staff Support Development Programme.
* To participate in appropriate In-Service Training.
* To attend and participate in a range of staff meetings.
* To support colleagues as appropriate.

**Parents/carers**

* To develop excellent relationships with students and their families.
* To attend any meeting the Academy arranges for parental/carer consultation and liaison.
* To work with parents/carers to secure partnership in the learning process.

**Resources**

* To make effective use of the resources available within the Academy, and to be aware of resources provided by the Trust and those within the community.
* To keep the subject room tidy, maintain safe working practices, and good care of resources.
* To make the subject room attractive, and promote good standards of work.

**GENERAL**

* To perform any other reasonable task that your manager may ask from time to time.
* To contribute towards and implement Trust strategies.

**Support for the Academy**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal opportunities to learn and develop.

Contribute effectively to the overall ethos/work/aims of the academy and the Trust.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Attend and participate in regular meetings.

Recognise own strengths and areas of expertise and use these to advise and support others.

Participate in training and other learning activities and performance development as required.

Assist with the provision of out of academy learning activities e.g. clubs, extra-curricular activities within guidelines established by the academy.

Assist with the line management of support staff as appropriate.

The post holder must carry out his/her duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE*

Date: November 2016

**THE EDUCATION VILLAGE ACADEMY TRUST**

**ENGLISH TEACHER**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ***ATTRIBUTE*** | **Stage Identified** | ***Criteria*****No.** | ***ATTRIBUTE*** | **Stage Identified** |
| **Qualifications & Education** | E1 | Degree or equivalent in a relevant subject | AF/C |  |  |  |
|  | E2 | Recognised Teaching qualification  | AF/C |  |  |  |
| **Experience & Knowledge** |  |  |  |  |  |  |
|  | E3 | Experience & knowledge of English curriculum to GCSE level and able to teach at Key Stage 3 & 4. | AF/I/R | D1 | Experience of securing the highest possible outcomes (Better than expected progress) at the end of Key Stage 4 | AF/I/R |
|  | E4 | Experience of securing expected or better progress for groups of students. | AF/I/R |  |  |  |
|  | E5 | Evidence of good or better teaching and learning judgements. | AF/I/R |  |  |  |
|  | E6 | Sound knowledge of the mathematics curriculum.  | AF/I/R |  |  |  |
| **Skills** | E7 | Ability to motivate and engage students | I/R |  |  |  |
|  | E8 | Sound communication skills and ability to develop strong professional relationships. | I/R |  |  |  |
|  | E9 | Knowledge of ICT and how it can be used within the classroom to raise standards |  |  |  |  |
| **Personal** **Attributes** | E10 | High levels of drive and ambition for self and students. | I |  |  |  |
|  | E11 | Excellent organisational and interpersonal skills. | I/R |  |  |  |
|  | E12 | Flexibility and initiative | I/R |  |  |  |
|  | E13 | Creativity and innovation | I/R |  |  |  |
| **Special Requirements** | E14  | Enhanced DBS and disqualification by association disclosure | D |  |  |  |
| **Key – Stage identified** |  |
| AF | Application Form |
| I | Interviews |
| C | Certificates |
| D | Disclosure |
| T | Tests |
| R | References |

Additional information for candidates

This section contains the following information:-

* Application Guidance Notes
* Recruitment of Ex-Offenders Policy Statement
* An Application Form
* An Equality Monitoring Form

Unfortunately, although we appreciate the time you have spent completing your application, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application within four weeks of the closing date, please assume that on this occasion, your application has been unsuccessful. However, you can contact us on 01325 254000 to enquire whether you have been short-listed for interview.

**THE EDUCATION VILLAGE ACADEMY TRUST APPLICATION FORM GUIDANCE NOTES**

###### **Please read this information before completing the Application for Employment**

###### These notes are intended to help you complete your application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the recruitment and selection process. Please note when the stage identified on the person specification includes “AF” you must show evidence on your application form that you meet this criteria.

The Application for Employment and Guidance Notes are available in alternative formats e.g. Tape, Braille and large print. Should you require an alternative format, please contact Judith Amerigo on 01325 254000.

###### **General Points**

Please complete the form using black type ink so that it can be photocopied. Please check that the form is for the correct post and take note of the closing date.

If you are applying for more than one post, a separate Application for Employment will need to be completed for each post for which you are applying.

The Academy Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CVs will not be considered for short listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

###### **Front Page**

The first section asks for some basic details about you. Please provide all the details as requested.

**Present Employment**

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

**Previous Employment**

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving”** column and **ensure you account for any gaps in employment**. (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

###### **Education**

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

###### **Referees**

You must supply us with the names, designations and addresses of two people to whom we may ask for references. One **must** be your present or most recent employer and if you are a recentschool leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received.

###### **Personal Statement**

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

**The Employment of people with Criminal Records**

The Education Village Academy Trust operates a policy on employing people with criminal records. The Academy Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. The Academy Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available upon request.

**Disability**

The Education Village Academy Trust is positive about disability and welcomes applications from disabled people. Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). As a Disability Symbol User, the Academy undertakes to interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

**Driving ability**

Please answer the questions relating to driving ability in accordance with the requirements of the post.

###### **Relationship with Members and Officers**

You are required to complete this section regarding your relationship with any Members or Officers of the Academy Trust. Failure to declare such a relationship could result in disciplinary action or dismissal.

**Finally please check that you have completed all sections of the Application for Employment and that you have signed it.**

**Data Protection Disclaimer**

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of the Academy Trust, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

###### **Equality Policy**

The Education Village Academy Trust is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Academy Trust’s Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used purely to monitor the diversity of applicants, in line with the Academy Trust’s Equality Policy.

**Age**

The Academy Trust’s application form does not ask an applicant’s age, however there is a question on the separate equal opportunities monitoring form but this is not seen by those involved in the selection process. The Academy will consider all applications on merit.

**No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy**

The Academy operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

**Conditional Offer of Employment**

All job offers are conditional, subject to satisfactory pre-employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance by our Occupational Health Service.