# Knole Academy, Sevenoaks

# Knole_Logo.png

Application Pack for the Position of

MFL teacher

**Closing Date: Tuesday 19 March 2019, midday**

**Interviews: Wednesday 27 March 2019**

Knole Academy

MFL Teacher

Application Pack

**Contents**

##### A message from the Headteacher 2

About the Sponsors 3

What is an Academy 3

Introduction to Knole Academy 4

The Vision for Knole Academy 4-5

Job Description 6

Person Specification 7

How to apply 8

Academy Location 8

Additional Information 8

Application Form 9

A Message from the Headteacher, David Collins

Thank you for your interest in the position of Teacher of English. I am delighted that you have requested this pack and hope that what you read will encourage you to apply to be part of our team at Knole Academy.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a teacher or member of the wider staff. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. In order to enable every student to achieve his or her potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

All students are inspired through the curriculum and through extra and co-curricular activities. Knole students benefit from state of the art facilities that offer a vast range of opportunities. Our Expressive Arts status drives our many school performances, concerts, productions and dance shows; in sport, our facilities and staff provide an unrivalled range of activities and the school has large cohorts of successful Duke of Edinburgh participants as well as an expanding Combined Cadet Force, one of the few in a state school. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school and, with the support of Sevenoaks School, we intend to develop internationally-minded learners who recognise their common humanity and help create a better world. Staff and students have benefitted significantly from the close collegiate relationship between the schools. Through our partnership with Sevenoaks School and all stakeholders, we ensure that no barriers are placed in the way of student achievement. We work closely to develop and train staff through innovative programmes with our sponsors.

Please visit [www.knoleacademy.org](http://www.knoleacademy.org) for further information.

**David Collins
Headteacher**

About the Sponsors

The Lead Sponsor for the Academy is Gordon Phillips, with Sevenoaks School and Kent County Council as co-sponsors.

Gordon Phillips, Lead Sponsor and Chairman of the Glen Care Group, has been providing care and rehabilitation services for vulnerable people for 24 years. The service Glen Care provides for adolescents has been of major importance to Gordon, especially the school for children with low literacy and numeracy skills and the substantial achievements that these young people have made. Gordon’s belief is that all young people have potential and respond best in a safe, well ordered and disciplined environment. He believes it is our responsibility to inspire and provide exceptional learning environments so that all young people can reach their maximum potential. This will give them the qualifications and personal skills that will help them to make the right choices for their future and to succeed in adult life.

Sevenoaks School, a co-sponsor, has a long tradition of academic excellence, curricular breadth, pastoral guidance, and community involvement. They will bring their expertise, enthusiasm and commitment to learning with the aim of making the Academy one of the best new schools in the country.

Kent County Council (KCC) is also a co-sponsor.

What is an Academy?

An Academy is a publicly funded state school, with an independent governing body accountable to the government, which provides free education for students of all abilities in its local and wider communities. Whilst Academies are independent of the Local Authority, they are nonetheless part of the wider family of schools and other educational institutions in their area.

Academies are established by Sponsors from a wide range of backgrounds who are responsible for securing the very best education for students in their communities in partnership with the Principal and the Academy Leadership Team.

Introduction to Knole Academy

Knole Academy has a capacity for 1550 students aged 11-19. We are based in Bradbourne Vale Road, Sevenoaks, as of the summer 2014 new facilities have been completed in addition to the high quality teaching areas that were available on the old Bradbourne school site. All year groups are streamed and setted with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The new Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

The Knole Academy, Sevenoaks is:

* An 11-19, all-ability/co-educational school
* Providing a world-class 21st century education for students living in the town of Sevenoaks and its locality
* Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
* Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
* Is committed to high academic standards and ensure that every student fulfils his or her potential
* Ensuring first-class teaching and inspirational leadership
* Offers a strong tutorial system to support, guide and encourage each individual student
* Is a school at the heart of the community,
* Is establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
* Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
* Providing exciting professional development opportunities for staff.
* Has lead school status as a Schools Direct Teaching School.

**Specialisms**

The Expressive Arts specialism incorporates all aspects of performance and media, from dance, drama and music, to all aspects of art and media. Expressive Arts is a core curriculum component for all students, developing them as independent, creative thinkers. Through direct involvement with galleries, arts groups, theatre companies, orchestras and choirs, professionals contribute to the creativity and development of students’ skills. Individual talents and aspirations are recognised and nurtured from entry into the Academy both within and beyond the formal school day.

**The Academy Curriculum**

The Academy provides a dynamic and rich learning environment. Throughout Years 7-11, the Academy provides full coverage of the core National Curriculum subjects (English, Science and Mathematics). Information Technology is embedded across the curriculum to enable students to access learning resources and support from outside the classroom and academy as a whole. There are many opportunities that go beyond the National Curriculum boundaries. The Academy is an exciting and inspiring place, with stimulating, relevant and challenging courses, combining flexible academic, vocational, creative and cultural pathways. The Sixth Form offers a full range of academic and vocational qualifications at level 2 and 3 in state of the art industry specification accomodation.

Please do visit our website for more information:

[www.knoleacademy.org](http://www.knoleacademy.org)

How to apply

**Closing Date: Tuesday 19 March 2019, midday**

**Interviews: Wednesday 27 March 2019**

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Applying**

If you decide to apply for this post please complete the attached application form. Your formal letter of application should address:

Why the post attracts you.

How your experiences and achievements match the job and person specification.

Academy Location

Please click on the link below to see a map showing the Academy’s sites locations:

Bradbourne Vale Road, Sevenoaks, Kent, TN13 3LE.

[https://www.google.co.uk/maps/place/Knole+Academy/@51.286944,0.183889,17z/data=!4m2!3m1!1s0x0:0x24ecbbd418d1107](https://www.google.co.uk/maps/place/Knole%2BAcademy/%4051.286944%2C0.183889%2C17z/data%3D%214m2%213m1%211s0x0%3A0x24ecbbd418d1107)

Additional information to download:

[www.knoleacademy.org](http://www.knoleacademy.org)

Information about the Sponsors: <http://www.knoleacademy.org/88/our-sponsors>

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

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| **KNOLE ACADEMY****JOB DESCRIPTION** |

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

**JOB TITLE: Teacher of MFL (French and Spanish)

RESPONSIBLE TO: Headteacher**

**Subject Leader**

**Designated Leadership Team Leader**

**RESPONSIBLE FOR: Teaching of Designated Subjects**
DUTIES: The conditions of employment of School Teachers specify the general professional duties of all teachers. The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the academy must read and understand our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis. In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**PRINCIPAL RESPONSIBILITIES:**

**Teaching and Learning**

* To plan, deliver, evaluate and assess excellent teaching and learning
* To contribute to the teaching of designated subjects in the academy
* To participate in the development of appropriate syllabuses, materials and schemes of work
* To plan appropriate differentiation for students including joint planning with LSAs
* To share good practice across the academy
* To contribute to the subject SEF and Improvement plan
* To contribute to the Academy Improvement Plan (AIP)
* To attend and participate in subject meetings and parents’ evenings
* To set and mark appropriate classwork and homework and monitor progress in line with subject and academy marking and AFL policies and procedures
* To supervise the use and care of rooms assigned to the subject including adherence to Health and Safety regulations
* To be responsible for the storage and use of learning resources in distributed to the students in their care
* To be a pastoral tutor and teach PSHCE where appropriate

**GENERAL DUTIES:**

* To be responsible for personal continued professional development
* To adhere to Health and Safety Regulations
* To ensure that the safeguarding of students is a primary concern
* To carry out a share of supervisory duties in accordance with published rosters
* To participate in appropriate meetings with colleagues and parents relative to the above duties
* To implement academy policy on internal and external examinations
* To lead and attend assemblies as appropriate
* To be responsible for the provision of work for classes when absent
* To meet academy deadlines
* To report to parents in line with academy policy
* To read, understand and adhere to all academy policies
* To be aware of and to meet whole school needs, policies and procedures as indicated in the staff handbook and at staff meetings
* To contribute to clubs and extra-curricular activities as appropriate, where subjects do not set Key Stage 3 homework
* To keep confidential any issues related to Knole Academy which are deemed confidential

This 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.

Signed…………………………………………. (Post Holder) Date……………..

Signed………………………………………… (Headteacher) Date……………..

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| **KNOLE ACADEMY****PERSON SPECIFICATION** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Measured** |
| **Education & Qualifications** | * Subject related first degree
* Qualified teacher status
* Registration with GTC
 | * Additional professional qualifications
 | * Application
* Interview
* Reference
 |
| **Skills** | * Understand and support the academy’s aims and priorities
* Have up to date subject knowledge (including subject progression and assessment for learning)
* Possess a detailed working knowledge of the National Curriculum and GCSE/GCE syllabuses
* Understand the role of assessment of and for learning in improving student progress
* Have the ability to plan appropriate work for a range of students, so that it is demanding, stimulating and relevant
* The ability to evaluate your own teaching; make improvements in the light of this
* Understand how to work with Learning Support Assistants and meet the needs of students with AEN.
* Have a working knowledge of ICT applications both as a teaching aid and to extend student skills
* Set high expectations for student behaviour and understand how to manage unsatisfactory behaviour effectively
* Understand the characteristics of high quality teaching strategies
* The ability to plan and deliver exciting lessons
 | * Knowledge of MYP
* Ability to teach ‘A’ level English
* Ability to teach drama
* Ability to teach media studies
 | * Interview
* Application
* Reference
* Lesson

 observation |
| **Attributes** | * Commitment to adding value to student’s prior attainment
* The ability to build good working relationships with students
* A commitment to be an effective tutor with the ability to track student progress
* Understand how to be a professional role model
* The ability to meet deadlines
* Ability to prioritise and plan effectively
* Ability to communicate effectively with parents
 | * Experience of Involvement in school clubs/activities
* Experience of whole school improvement
 | * Application
* Interview
* Reference
* Lesson

 observation |
| **Quality of Letter** | * Presentation
* Quality of content
* Direct relevance to this post
 |  | * Application
 |

How to apply |

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

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| --- | --- | --- | --- |
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 | * Additional professional qualifications
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* Quality of content
* Direct relevance to this post
 |  | * Application
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**KNOLE ACADEMY APPLICATION FORM**

(Teaching post)

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| **Post applied for:** |  |

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| **Personal details** |  |
| First name |  |
| Surname |  |
| Title |  |

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| **Contact details** |
| Address(including postcode) |  |
| Landline |  |
| Mobile |  |
| E-mail address |  |

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| **Employment details** |
| National insurance number |  |
| Qualified to work in the UK | [ ]  Yes [ ]  No |

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| **Professional details** |
| Teacher reference number |  |
| Do you have QTS? | [ ]  Yes [ ]  No |
| Date of QTS qualification |  |
| Teacher training establishment |  |
| Subject specialism |  |

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| **Current employment** |
| **Position held**(State if full or part time) | **Employer name and address** | **Dates employed**(from and to) | **Salary** (including allowances) |
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| Notice required |  |
| Reason for leaving |  |

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| **Previous employment** |
| **Position held**(State if full or part time) | **Employer name and address** | **Dates employed**(from and to) | **Salary** (including allowances) |
|  |  |  |  |
| Reason for leaving |  |
|  |  |  |  |
| Reason for leaving |  |
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| Reason for leaving |  |
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| Reason for leaving |  |

*Please continue on a separate page if required*

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| **Gaps in employment** (please explain any gaps in employment) |
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| **Education and qualifications** |
| Higher educationDegree/course | University/College(level) | Qualification(including grades) | Dates attended |
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| **Education and qualifications** |
| Secondary educationSchool (name and address) | Qualifications(including grades) | Dates attended |
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| **Training and professional development** |
| Course | Qualification | Dates attended |
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| **Supporting statement** (please refer to the job description and person specification) |

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| **References** |
| Please nominate two referees who are able to comment on your suitability for this post. One must be your current/last employer. The academy reserves the right to seek any additional references if deemed appropriate. References will be taken up prior to interview so please advise them you have listed them as a referee and to expect a request for a reference should you be shortlisted. |
| Name and status | Relationship to you | Address and post code | Contact details(Email and telephone number) |
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| **Disclosure and Barring Service** |
| It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions. As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.We will treat all our applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).If the answer is yes then please provide full details FAO of the Headteacher in a sealed envelope.[ ]  Yes [ ]  No Do you have a DBS certificate? [ ]  Yes [ ]  No Date of check:If you have lived or worked outside of the UK in the last 5 years we may require additional information in order to comply with “Safer Recruitment” requirements. If you answer “yes” we may contact you for additional information in due course.Have you lived or worked outside of the UK in the last 5 years? [ ]  Yes [ ]  No |

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| **Right to work in the UK** |
| Knole Academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.Are there any restrictions to your residence in the UK which may affect your right to take up employment? [ ]  Yes [ ]  NoIf you are successful in your application, would you require a work permit? [ ]  Yes [ ]  No*If “yes” to either question please provide details*  |

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| **Disability and accessibility** |
| The academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for interview, please state the arrangements you require:  |

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| **Vacancy information** |
| Where did you see this post advertised?If appointed, when would you be able to start?  |

[ ]  I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment, could lead to disciplinary action or dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Equalities Monitoring Form**

Completion of this section will help usto ensure that our workforce reflects the diverse make-up of the community of Kent. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our current workforce, as part of our internal processes, such as training. The information you give is confidentially managed and does not form part of the process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

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| **Ethnic Origin**(please tick one box only, indicating the category that best describes your ethnic origin) |
| **White** | British [ ]   | Irish [ ]   |
|  | Any other White background (please specify)  |
| **Mixed** | White & Black Caribbean [ ]   | White & Black African [ ]   |
|  | White & Asian [ ]   |  |
|  | Any other Mixed background (please specify)   |
| **Asian or Asian British** | Indian [ ]   | Pakistani [ ]   |
|  | Bangladeshi [ ]   |  |
|  | Any other Asian background (please specify)  |
| **Black or Black British** | Caribbean [ ]   | African [ ]   |
|  | Any other Black background (please specify)  |
| **Chinese** | Chinese [ ]   |  |
| **Other** | Any other ethnic background (please specify)  |

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| **Gender** (please tick) Male [ ]  Female [ ]  Prefer not to say [ ]    |

|  |  |  |
| --- | --- | --- |
| **Age Range** | Up to 19 [ ]   | 46 – 55 [ ]   |
| (please tick) | 20 – 25 [ ]   | 56 – 65 [ ]   |
|  | 26 – 35 [ ]   | Over 65 [ ]   |
|  | 36 – 45 [ ]   |  |

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| **Disability** (please tick) |
| Do you consider yourself to be disabled? [ ]  Yes [ ]  NoAre your day to day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?  [ ]  Yes [ ]  No  |