

**ROYAL
WOOTTON
BASSETT**
ACADEMY TRUST

Application Pack

Lawn Manor Academy Assistant Head of English

MPS/UPS & TLR 2B £4785.00

Required: 1st September 2021 or sooner

Deadline: 9.00am 26th February 2021

Interview: 4th March 2021

Lawn Manor Academy
T 01793 487286
E admin@lawnmanor.org
W www.lawnmanor.org



Dear Applicant

Thank you for your interest in working for Lawn Manor Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

Lawn Manor Academy is part of the Royal Wootton Bassett Academy Trust (RWBAT). The RWBAT is built around ‘Excellence in Education’.

We achieve Excellence through compassion, respect and ambition.

- Compassion: to understand and recognize the needs of the members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.
- Respect: for the traditions, knowledge and experiences gained over many years in Academies through developing and supporting both staff as they progress through their careers and pupils as they leave school.
- Ambition: for the community for the future, it’s economic development, it’s safety, it’s ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

Together the Schools strengthen each other, sharing good practice and building capacity for all. If you want to be part of our vision, mission and values, and you are willing to go the extra mile to make a real difference to children’s lives, we would be pleased to receive your application for employment with us.

We are seeking to recruit a passionate Assistant Head of English who will be:

- An excellent role model with a desire to share this with pupils and staff
- Committed to raising achievement and able to deliver excellent outcomes
- A leader; able to inspire and motivate others

The post holder will work effectively within the English Team to drive up standards in the department.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the school available on our website www.lawnmanor.org

We hope you will feel inspired to apply for the post of Second of English at Lawn Manor Academy.

Yours sincerely
Sandra Muir
Headteacher LMA



Job Description

Job Purpose:
Under the direction of the Head of English

Key Accountabilities:

All school post-holders are expected to support LMA’s & RWBAT’s vision and values that are embedded in the day-to-day and long-term running of the school which include but are not limited to:

- Inspire pupils to achieve their very best
- Ensure all pupils make outstanding progress and achieve challenging targets
- Fully implement all Trust policies and procedures
- Create an exciting learning environment
- Create relationships based on mutual respect
- Be an effective part of the team
- Manage own professional development
- Work closely with all support colleagues
- Work collaboratively with school staff in sharing ideas and best practice
- Form effective relationships with parents and other parties

TLR Responsibilities

- To be a role model for T&L and support and challenge colleagues across the faculty
- To assist the Director of Faculty in the day to day running of the Faculty
- To design and Implement the agreed schemes of learning and examinations syllabus
- To deputise for the Director of Faculty in his/her absence
- To represent the Faculty at relevant meetings as required
- To assist the Director of Faculty in implementing, monitoring and reviewing the Faculty Improvement Plan
- To lead on Curriculum, Learning and assessment at KS3 in the English department
- Monitor and review quality of assessment, data and reporting
- Take the leading role in the delivery of the English Mastery Curriculum in year 7 and beyond
- Promote the take up of English Mastery principles among staff and pupils – including use of language
- Meet regularly with the Director of Faculty to report on all aspects of your work within the Faculty.
- To liaise with Reading and vocabulary lead to support with development of whole school literacy
- To support the Director of Faculty to lead school visits, which are arranged for the Faculty as required, liaising with the Office Manager
- Ensure consistent formative assessment/marking of all student work and to carry out standardisation and moderation/standardisation of student’s work
- Take an active role in finding, promoting and running extra-curricular activities for the English
- To liaise with the Resources Manager on any staffing issues

All job descriptions, where necessary, to be reviewed annually.

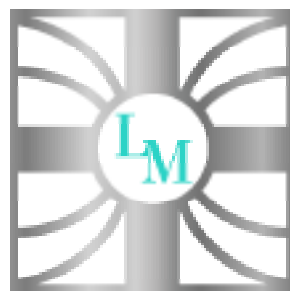
The job description is not the contract of employment but an outline of the main roles and responsibilities for each teacher in the school.

All Teachers must work in line with the Teachers Standards, wherever they may be in their career progression. Teachers must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers must act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and be self-critical; forging positive professional relationships; and work with parents in the best interests of their pupils.

A teacher employed by the Trust on terms such as those described in their contract of employment and in this job description shall in addition perform, in accordance with any direction which may reasonably be given from time to time by the Headteacher or Governing Body of the school in which they are required to work as a teacher, such particular duties as may reasonably be assigned to them.

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.





Person Specification

Criteria which will be measured at application and interview

Knowledge & Experience

ESSENTIAL

- Degree
- Qualified Teacher Status QTS
- Excellent track record of high attainment and progress
- Excellent subject knowledge
- Excellent classroom behaviour management
- Lesson quality good or outstanding
- Effective management of other adults
- Effective communication skills both oral and written
- Passion for teaching and learning
- Experience of assessing and tracking student progress at KS3 and KS4 and applying the appropriate strategies to sustain and improve pupil attainment.
- Ability to enthuse and motivate others

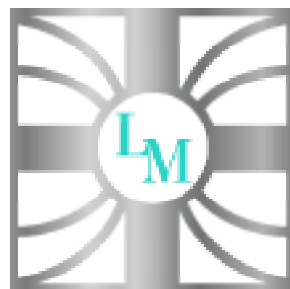
DESIRABLE

- Experience of middle management
- Recent and relevant professional development
- Experience of working outside your team or developing others
- Experience of writing or developing schemes of learning

Personal Qualities

- Team Player
- Inter-personal skills
- Excellent ICT skills
- Commitment to whole staff, faculty and other meetings
- Ability to promote high standards in teaching and learning
- Reflective practitioner
- Willingness to learn
- Commitment to inclusive education
- Stamina, drive, energy, enthusiasm and determination to succeed
- Commitment to excellence and high expectations
- Commitment to supporting extra-curricular learning
- Commitment to student safety and safeguarding
- Sense of humour





How to apply

Previous applicants need not apply.

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications:

Deadline: 9am 26th February 2021

Interview: 4th March 2021

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received.

Completed application forms should then be returned marked confidential to the following address:

James Lawrence
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER

or sent via email to: jlawrence@lawnmanor.org

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Lawn Manor Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



Useful information

[Application Form: Click Here](#)

[Lawn Manor Academy website: Click here](#)

[Royal Wootton Bassett Academy Trust website: Click here](#)

