



Aspirations Academies Trust

in association with Quaglia Institute

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Rivers Academy
West London

**Coordinator – English
L8-L12**

Application Pack



"To be able to dream about the future, while being inspired in the present to reach those dreams" Dr. Russell J. Quaglia

Welcome to Rivers Academy West London

Thank you for your interest in the position of **'English Coordinator'** at Rivers Academy West London.

All staff at Rivers Academy share our drive to equip students with the qualifications, qualities and skills to reach their personal ambitions, working together creatively to overcome any hurdle which might otherwise disadvantage our children.

We all have the highest aspirations for every student and provide exceptional education and pastoral care for each individual. As a result, children perform tremendously well in external examinations in both Year 11 and Year 13. We are the one chance of success for our students and we are persistent and resilient in supporting students to overcome any obstacles they may face.

We seek to appoint a highly motivated, enthusiastic teacher with a strong commitment to securing the best possible outcomes for the students for whom we work. The successful candidate will be capable of leading others to secure outstanding progress for every child in science and to continually improve provision at Rivers Academy. This is an excellent opportunity for an ambitious individual seeking to make an impact and gain the pastoral and curriculum experience in order to progress to senior leadership.

You would be joining us at such an exciting time as we further develop as a vibrant learning community that will offer you opportunities for your career development and for you to be able to make your mark.

Yours faithfully,

Andria Singlehurst
Principal

For more information please visit: www.aspirationsacademies.org or www.rivers-aspirations.org

Vision and Ethos

We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow.

We teach a highly engaging and challenging curriculum designed to ensure all students develop the knowledge, skills and attributes essential for success in the 21st Century.

We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. Everything we do at Rivers is driven by this, so that our students can leave us with the best set of qualifications possible and as well rounded young people thereby helping to maximise their life chances.

Who are we looking for?

Do you have the creative drive and rigorous attention to detail to inspire and motivate students to achieve their personal best in an outstanding English department?

If you have answered yes to the question above, we would love to hear from you! We are looking for a Coordinator of English. We are looking for an exceptional individual to play an important role in our unique and growing Academy. The successful candidate will be an excellent teacher of English with the ability or potential to effectively lead a team. The successful candidate will also play an important pastoral role, supporting the pastoral care of all students in the English area of the Arts Faculty.

What can we offer you?

With great students, an outstanding and supportive team of staff and an Academy in a well-connected location just 15 minutes on the train from Clapham Junction, Rivers offers an excellent opportunity for an ambitious, talented individual looking to develop their career.

- A well-resourced, established and flourishing English Department
- A personalised approach to Continuous Professional Development Training
- Competitive Salaries and Pay Progression
- Supportive Leadership Team
- Students with a positive attitude and willingness to learn and succeed
- Open and positive working environment
- Fully Equipped fitness suite
- Feedback and Advice
- Excellent Transport Links to Central London (30 minutes) and Heathrow Airport (15 minutes)
- A wider Supportive Trust network
- Employee Assistance Programme
- Parking on Site

As part of the successful and growing Aspirations Academies Trust we are a part of the newly designated NCTL Teaching School Alliance. You would be joining us at a very exciting time and become part of a vibrant learning community that will offer you fantastic opportunities for CPD, career development, future promotions and for you to be able to make your mark. As a teacher and potentially a future Lead Practitioner you would play a key role in this work.

The English Subject Area

Our English team has a number of very talented teachers who have a deep seated determination to support our children in reaching their fullest potential. With our experienced Arts Faculty Assistant Principal currently leading the English team, this is an exciting and forward thinking group looking to make a difference. The successful candidate would be joining an extremely supportive, knowledgeable and ambitious team who are looking for a practitioner capable of coaching and developing others to maintain the very highest standards.

We are looking to grow the team and develop a truly inspirational curriculum designed to ensure students share our passion for English and wider learning.

Who are we looking for?

We are looking for an exceptional individual to play an important role in our unique and growing Academy. The successful candidate will be an exceptional classroom practitioner with the skills to inspire other professionals. We are seeking an individual adept at collaborative leadership with both teams and individuals to deliver engaging education and exceptional outcomes for young people.

This is a key role for the Academy, and we are looking for someone who is passionate about both their own development alongside profoundly wishing to make a difference.

We are also seeking someone who is ambitious, for both themselves, and their students, who would want to make their mark and then seek further promotion opportunities. The successful candidate may aspire to become a Specialist Leader in Education or Senior Leader.

The successful candidate will:

- Be or have the potential to be an outstanding Middle Leader, with outstanding leadership skills
- Be a proven outstanding teacher, who has driven up attainment and progress
- Provide strategic and operational leadership in their pastoral and curriculum responsibilities within the Arts Faculty.
- Be resolute in bringing our community together to deliver effective and engaging teaching
- Be relentlessly optimistic and positive
- Be ambitious first and foremost for the children we serve
- Have drive and steely determination but also a deep sense of personal humility
- Be fanatically driven to make the Academy truly great for every child
- Have a deep seated and strong moral purpose
- Be innovative: identifying and collaborating and supporting to solve challenges with empirical creativity
- Be insistent on a consistency of approach, individually and across pastoral and curriculum teams
- Have an enthusiastic discipline about seeing things through
- Collaborate to ensure consistency of approach

A Science Coordinator at Rivers Academy:

- Understands the importance of developing a culture of “we”
- Ensures that our moral purpose is known and understood, leading by example
- Measures the impact of action and astutely makes use of data to contribute to improvement planning
- Never waits to ‘see what happens’ or lets emotions get in the way of necessary action. Ensures that scheduled meetings are necessary, kept a priority, do happen and are followed up.
- Is open to scrutiny and advice.
- Will find opportunities to offer deep personal gratitude for the work of all staff in open and closed forums and will create a culture of positive support and encouragement.

English Coordinator

Job Description

Department: English	Accountable to: Assistant Principal - Head of Faculty Arts
Leadership Scale	Employment Type: Full time, paid

Principal Accountabilities

- To agree, monitor, evaluate and be accountable for student progress targets for students in English across all key stages.
- To establish and safeguard a focus and commitment to high quality teaching and learning in the English Department that meets the teaching standards and ensures that all students are given the opportunity for success in terms of formal accreditation and personal development.
- To ensure effective pastoral care and academic progress of all students in one half of the Arts Faculty.
- The Subject Coordinator position at Rivers Academy West London shall carry out the professional duties as described in the School Teachers Pay and Conditions document in line with the duties as outlined for staff on the Leadership Spine. (See Appendix at the end of this document).
- The Subject Coordinator is directly accountable to the Head of the Arts Faculty, for ensuring the academic success of the English Department within the overall framework of the Aspirations Academies strategic plan as well as the individual Rivers Academy West London strategic plan.

Position Summary

The Subject Coordinator – English is responsible for leading and managing the English Department and a team of Academic Mentors (tutors) to ensure effective pastoral care for students in the Arts Faculty.

Leading – Academic Duties

The Subject Coordinator – English will:

- Inspire and lead a team of English teachers and technicians to ensure Outstanding educational provision.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims and policies of the Academy.
- Ensure that learning environments within the Faculty are providing appropriate levels of challenge for all learners.
- Contribute to raising standards of student progress and attainment.
- Establish and ensure high quality teaching in every classroom, every day.
- Maintain high standards of student behaviour in science at all times.
- Monitor and drive improvements in student progress.

- Drive improvements in management and organisation of the English department to ensure an ordered and safe working environment.
- Effectively lead, manage and deploy teaching/support staff, financial and physical resources within the subject area.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject area.
- To oversee the day-to-day management, control and operation of course provision within the subject area, including effective deployment of staff and physical resources.
- Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the subject area.
- Ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

Leading – Pastoral Duties

- To ensure effective pastoral care of all students (Years 7 – 13) in one half of the Arts Faculty.
- To lead a team of Academic Mentors (Tutors) to ensure every student receives high quality mentoring and care.
- To monitor and support the overall progress and development of students within half of the Arts Faculty.
- To monitor student attendance together with students' progress and performance in relation to targets set for individuals; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to and implement the Academy policy on rewards and support and taking responsibility for student behaviour.
- To ensure the Behaviour Management system is consistently implemented in the subject area so that effective learning can take place.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To set and manage Coordinator detentions.

Teaching

- To plan, prepare and teach the curriculum in line with statutory requirements and the academy's schemes of work, ensuring teaching of the highest standard.
- To create a stimulating, organised, interactive and informative learning environment that encourages each child to achieve their potential.
- To work cooperatively as part of a teaching team, including planning work for support staff.
- To monitor and assess pupils' work, using these assessments to inform planning and set targets that promote continuity and progression.
- To ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all.

- To work in partnership with parents and other members of staff to promote the wellbeing and educational progress of each pupil.
- To maintain good order and discipline within the class, in line with the academy's behaviour policy.
- To ensure that lessons consistently model best practice and their classroom becomes a beacon of excellence.

Learning and Developing

- To actively take part in professional development, sharing expertise and experiences as required.
- To actively extend own professional learning via collaborative study, attendance at INSET and reading to keep abreast of new developments.
- To engage in enquiry-based learning as part of the academy's approach to strategic improvement in order to maintain and develop a teaching and learning environment of the highest standard.
- To lead on the provision of high quality department CPD which contributes to the growth of all practitioners, supporting them in achieving outstanding outcomes for the students that they teach.

Wider Academy Duties

- To contribute to providing a positive and continuous learning culture that promotes achievement, personal well-being and safeguarding among students and academy staff.
- To follow guidance and support from members of the leadership team in relation to utilising opportunities for further career development.
- To work alongside other members of staff to review and innovate the curriculum.
- To develop resources and examples of best practice that can be shared to contribute towards our vision for a seamless transition.
- To follow academy policies under the direction of the Principal and SLT.
- To meet the expectations set out in the National Teachers Standards (Sept 12).
- Undertake any other reasonable professional task as directed by the Principal.
- To carry forward the Aspirations Academies Trust vision.
- Ensure the Aspirations framework is embodied in every aspect of Rivers Academy West London.
- To undertake whole Academy duties as outlined in targets set for Heads of Faculty each year.
- Manage Co-ordinators' detentions.
- To adhere to the Academy's Dress Code.
- To engage actively in the performance review process.
- To continue personal development as agreed at appraisal.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) and the Principal not mentioned in the above.
- To play a full part in the life of the Academy community, to support the distinctive aim and ethos of the Aspirations Academies Trust and to encourage staff and students to follow this example.
- To show a record of excellent attendance and punctuality.

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Assessed by application form (A) Assessed by the recruitment process (I) Assessed by reference (R)

Criteria	Assessed by
Qualifications and Training	
Hold a relevant degree or equivalent qualification.	A
Hold a recognised full teaching qualification (including the holding of qualifications of at least Level 2 in Maths and English).	A
Any further relevant training.	A
Experience	
At least two years successful teaching experience.	AIR
Evidence of impact as a Head of Subject or in another leadership role.	AIR
Experience of curriculum management issues.	AIR
Experience of raising achievement within a subject area in present post.	AIR
Professional Knowledge, Understanding & Skills	
Knowledge of curriculum developments related to the post.	AI
Ability to use recent developments to inform own and others practice.	I
Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Internet and email) and in using student record information systems	I
Good understanding of how children learn and how to raise standards of achievement.	I
Ability to interpret and act on a wide range of key data.	AIR
Good administrative and organisational skills.	AIR
Ability to lead a team with clarity and consistency.	AIR
Personal and Interpersonal	

A passion for education and making a difference with demonstrable commitment to achieving the highest possible standards for all learners and a proven record of enabling learners to fulfil their potential.	AIR
Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing, with all stakeholders demonstrating the ability to command respect from students, parents, colleagues governors and other members of the community	AIR
Demonstrable resilience evidenced by ability to work effectively and reliably under pressure.	AIR
The ability to adapt to varied roles, responsibilities, schedules and contexts.	AIR
Effective in taking the initiative and showing a spirit of adventure to explore and expand their own learning independently beyond the basic mastery of skills.	AIR
Effective reflection - Examine and critique the work or performance of themselves and others to make modifications and continuously improve.	AIR
Effective in managing behaviour and in motivating all learners to make a positive contribution to the learning environment and fulfil their potential for learning.	AIR
Effective ability to assess the emotions of others and adapt words, tone and body language to build strong productive relationships and cooperate with others as an effective member of teams.	AIR
Excellent attendance and punctuality record.	AIR
Energy, enthusiasm, commitment, integrity, good sense of humour.	IR
Strong ability to collaborate with demonstrable capacity to be a good team leader.	IR
Demonstrable effectiveness in promoting equality and diversity through teaching, managing the learning environment and challenging discriminatory behaviour and attitudes.	AIRIR
Commitment to the safeguarding of all learners	AIR

The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is

committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at: <https://www.aspirationsacademies.org/>

Safe Recruitment Procedure

The AAT 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. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as “spent convictions” but not “protected” would need to be declared. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon a range of factors including the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be requested, usually from the previous and current employers before an offer of appointment is confirmed.