



ROYAL
WOOTTON
BASSETT
ACADEMY TRUST

Application Pack

Lawn Manor Academy Teacher of English

With responsibility for Reading and Vocabulary Lead

MPS/UPS & TLR 2A £2796

Require: September 2020 (or earlier)

Deadline: 9am Monday 9th December 2019

Interview: Wednesday 18th December 2019

Lawn Manor
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 Teacher 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

In addition to the responsibilities of a classroom teacher, the Reading and Vocabulary Lead, will lead meetings, disseminate key message and contribute to the quality of provision across the school. The post has been reviewed and refined in line with the school’s Independence curriculum to build knowledge through literacy and oracy. Reading and vocabulary are key to the disciplinary literacy of every subject. The post holder will work effectively across teams to support in raising pupil outcomes by improving reading fluency and vocabulary knowledge across the school.

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 Teacher of English at Lawn Manor Academy.

Yours sincerely
Sandra Muir
Headteacher LMA



Job Description

Job Purpose:
Under the direction of the Assistant Headteacher/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

- Develop a positive ethos around reading at Lawn Manor Academy
- Leading on the review and dissemination of relevant research
- Collating and refining faculty approaches to improving whole school literacy
- Developing ways of improving vocabulary knowledge in mainstream classrooms across the curriculum, using a variety of appropriate teaching methodologies eg from Reading Reconsidered (Lemov) or Bringing Words to Life (Beck, McKeown, Kucan)
- Collaborating across phases to manage support, challenge and need: working with the transition coordinator at KS3 and department leads at KS4 to review approaches
- Monitor intra-faculty consistency in consultation with the Assistant Headteacher for Curriculum Learning and Assessment
- Work effectively with the Librarian and support with events such as the literature festival
- Work effectively with the SENDCO to develop whole staff awareness of identified pupils and relevant support strategies
- Develop and maintain assessment and evaluation systems, demonstrating the effectiveness of strategies such as Accelerated Reader and Sound Training and reviewing their value for money for pupils at the school
- Prepare and update the literacy development plan within the context of the overall School Improvement Plan and produce progress reports and pupil data as requested

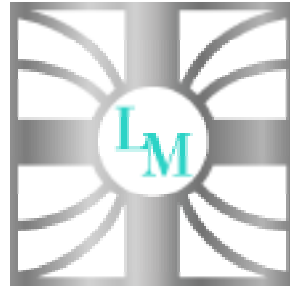
The job description is not the contract of employment but an outline of the main roles and responsibilities for each teacher in the school.

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 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 Status (First/2:1/2:2)
- 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

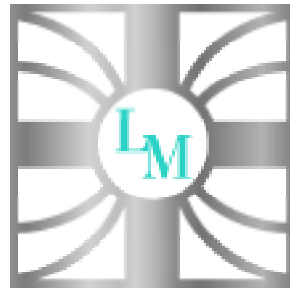
DESIRABLE

- Experience of leading on a project in relation to Reading/Vocabulary
- Recent and relevant professional development
- Experience of cross-curricular projects and events
- Experience of working outside your team or developing others

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

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 Monday 9th December 2019

Interview: Wednesday 18th December 2019

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:

Recruitment

Lawn Manor Academy

Salcombe Grove

Swindon

SN3 1ER

or sent via email to: recruitment@lawnmanor.org

Applicants are welcome to visit the school during the application period by appointment only. Please call or email to book, 01793 427758

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](#)

