The Collegiate Trust
Exceptional Education for All

Teacher of English

Information for Applicants

Academy	*The Quest Academy*, South Croydon
Required	**September, 2019**
Salary	**TCT1 - 14 £28,449-£43,348** *(depending on experience)*
Closing Date	**21st January, 2019**
Interviews	**As applications are received**



Welcome

Dear Applicant

A very warm welcome to the Quest Academy. We are a great place to begin or further your teaching or support staff career.

At the Quest we know that having great people is our biggest asset and we work very hard to make sure that the posts we offer, the professional development we provide and the environment we create are the cornerstones of a highly successful Academy on a journey from 'good' to 'outstanding'.

As a new or experienced colleague you'll be joining an Academy which has already demonstrated considerable success. In the main Academy all of our students make excellent progress above the national average by the end of Year 11 (Our Progress 8 figure overall was +0.46 in 2017 and in our thriving Sixth Form, Quest6, all of our students pass every subject (100% A*-E in 2015, 2016, 2017 and 2018) and an impressive record of sending almost every student to University, including Oxbridge.

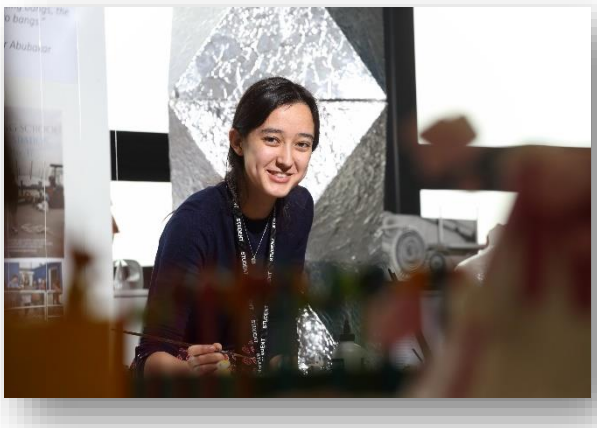
I know that the atmosphere at the Academy and the climate in the classroom are key considerations for staff. At the Quest we have created a disciplined environment where you can share the passion of your vocation with well-behaved and curious learners. Levels of attendance are above the national average because our students enjoy coming to school and we have very well crafted systems of support in place to make sure there is no distraction from learning in the classroom.

We also believe we are outstanding in the support we provide for staff development. We have achieved the 'CLPD Gold Mark' for our professional development work. We run in-house training sessions every week to update and further our colleague's skills and we offer part time taught Masters and Doctorate programmes with Christ Church Canterbury University for more experienced teaching staff. In addition, for newly qualified teachers we are one of the founding members of the 'Croydon Hub' which with three other local schools provide a comprehensive professional studies programme each week to help further those skills learnt in training. There really are unparalleled opportunities available to those joining our teaching team.

We are also very fortunate to occupy a stunning 17 million pound building with extensive grounds which we moved into in 2014. Every teaching area is brand new and across the campus we have invested in nearly one million pounds of cutting edge IT equipment to support learning.

Geographically we are ideally located just 15 minutes from the M25, forty minutes from central London by train and Croydon itself is undergoing major investment as a place to work and live. Rents are relatively low for London and the town centre, with venues such as Boxpark and the Southend restaurant quarter, mean there is always something to do.

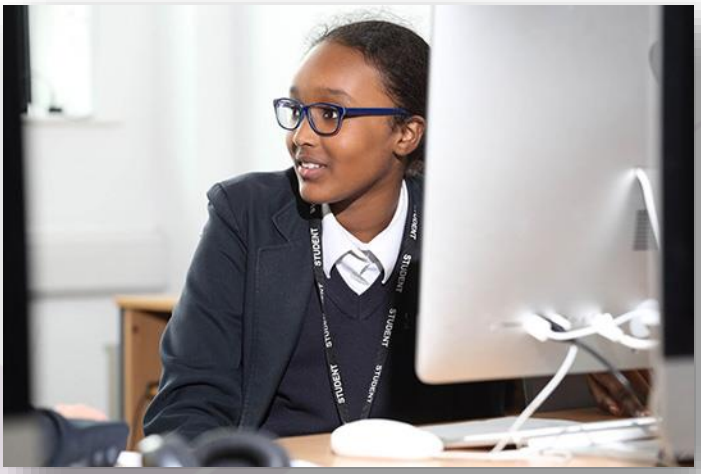
I do hope that our vacancy will be of interest to you. We welcome visits at any time to see us at work so that we can show you all of this in person.



With best wishes

Mr A Crofts
Principal

Key Information



The Quest Academy is committed to ensuring that each student succeeds academically and personally. Our motto, *Learning Changes Lives* (Eruditio Vitas Commutat) reflects our belief in the importance of our work. We are committed to making sure that every student makes outstanding progress. We have high expectations of every student, offer the best quality teaching and insist on the highest standards of behaviour and respect.

The Quest is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it.

We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

We are constantly searching for new ways to encourage participation and service to others as the basis for the development of lifelong learning and a happy and successful life.

Our strength comes from strong partnerships: with our parents, the community we serve and the close links we have with our sponsor. Together we have extensive experience and expertise to guide our work.

You can find out more information about our school, and our Trust at the following websites:

www.thequestacademy.org.uk www.tct-academies.org

Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. The Quest Academy joined the Trust on 1st June 2018 and Courtwood Primary and Gilbert Scott Primary joined the Trust on 1st September 2018.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager* & *HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our Values

Strong moral values underpin the ethos of The Quest Academy. We welcome students from a wide range of cultural and faith (or non-faith) backgrounds and expect all families to value and support the moral values at the heart of all aspects of life at The Quest Academy.

We foster understanding, tolerance and mutual respect whilst producing confident, capable and respectful young people. At all times, we aim to create an environment that nurtures and develops:

- Integrity
- Compassion
- Respect
- Tolerance
- Kindness
- Courage
- Generosity
- A life-long love of learning



These values make The Quest Academy a positive and inclusive community in which all students feel safe, valued and part of the family.

Quest6

Students at The Quest Academy's 6th Form, Quest6, have excelled across the range of courses that are on offer. For three years running, students have achieved a 100% pass rate at A Level and every single Sixth Form student has now gone on to further study.

In addition to academic excellence, Quest6 is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it. We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

Students at Quest6 (and staff) have access to cutting-edge, state-of-the-art facilities that – for at least the foreseeable future – are arguably the best that Greater London has to offer. A dedicated social study area, seminar-style teaching rooms, brand new technology as well as access to all of Quest's new buildings ensure that current and future Quest6 students will learn in a modern, peaceful, exceptional education environment.



Job Description

Job Title: **English Teacher**

Responsibility Level: TCT1 - 14 **-** Teacher

Accountable To: Principal & Governing Body

Responsible To: Team Leader



Accountable For:
Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning. To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with Academy policy, to enable all students to achieve their full potential.

- To maintain and build upon the Teachers' Standards as set out by the Secretary of State.

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

GENERAL TEACHING DUTIES

Teaching and Learning

1. Manage student learning through effective teaching in accordance with the Curriculum Area's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
4. Set homework regularly, (in accordance with the Academy homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with EAL/AEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Support individual learning, including students on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
7. Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.

8. Work effectively as a member of the curriculum area team to improve the quality of teaching and learning, by contributing to the Curriculum Area Improvement Plan and implementing and monitoring change.
9. Implement new initiatives, Academy, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
10. Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
11. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. Track student progress, monitoring achievement against targets set, and take appropriate action on student outcomes.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Contribute towards the implementation of IEPs as detailed in the current Code Of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
5. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to Parents.
6. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the Academy policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy in the curriculum area.
3. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
4. Keep up-to-date with technological change and the use of technology to enhance delivery, and student access, to the subject.

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Be familiar with the Academy and curriculum area handbooks and curriculum area Portfolio contents and support all the Academy's policies, e.g. Health and Safety, Citizenship, Literacy, Numeracy and ICT.
4. Establish effective working relationships with professional colleagues and support staff.
5. Be involved in extra-curricular activities such as making a contribution to after-Academy clubs and visits.
6. Maintain a working knowledge and understanding of Teachers' professional duties as set out in the current Academy Teachers' Pay and Conditions document, and Teachers' legal liabilities and responsibilities relating to all current legislation, including 'Every Child Matters' to implement the Children Act 2004, and the role of the education service in protecting children.
7. Liaise effectively with Parent/Carers and with other agencies with responsibility for students' education and welfare.
8. Be aware of the role of the Governing Body of the Academy and support it in performing its duties.
9. Be familiar with and implement the relevant requirements of the current AEN Code of Practice, DDA and Access to Work.
10. Consider the needs of all students within lessons (and implement specialist advice), especially for those who have AEN, are gifted and talented and/or are not yet fluent in English.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Have an understanding of visits' procedures and the relevant actions to take when planning out of Academy activities.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Implement and develop pedagogic procedures introduced through Academy, local or government initiatives.
4. Implement the use of new technologies that enhance teaching and learning.
5. Participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
6. Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
7. Use 'gained time' by revising teaching, learning and curriculum materials in readiness for the new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Principal.
8. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice in Bluesky.
9. Contribute to the professional development of colleagues, especially NQTs, ITTs and TFTs.
10. Contribute to curriculum area development by sharing professional learning, expertise and skills with others in the team, through curriculum area training activities such as coaching and mentoring.

N.B: Every Subject Teacher will be expected to have pastoral responsibilities - detailed separately.

ANNUAL RESPONSIBILITIES

As set annually as part of Performance Management using Bluesky

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

Person Specification

Qualifications
Good honours degree
Qualified Teacher Status
Experience
Effective working with young people of a range of ages and abilities
Evidence of making an effective contribution to a team
Skills and Attributes
Ability to deliver high quality learning over time to all students in the subject area
Ability to be an effective Tutor
Capacity to work alongside colleagues, contributing effectively to a team
Ability to quickly establish and maintain positive relationships with students, staff and families
Understanding of safeguarding issues and promoting the welfare of children and young people
Well-developed communication skills, including high level of written and oral literacy and competent ICT use
Suitability to work with children
Potential for professional progression
Commitment to extra-curricular activities

The Collegiate Trust **is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Appointment will be dependent upon further health, medical and attendance checks.

Department Description - English

The Quest Academy has an English faculty consisting of nine fulltime specialist members of staff. All staff are keen to share good practice and are supportive of one another. All fulltime teachers are expected to teach across the age and ability range including A Level.

KS3

Students follow a Key Stage 3 course which aims to provide students with the relevant skills needed at GSCE. Each student will follow a differentiated scheme of work tailored for their own needs. 'Setting' takes place from Year 7. Texts studied are as varied as 'A Christmas Carol', 'Of Mice and Men' and the study of poetry from across different cultures.

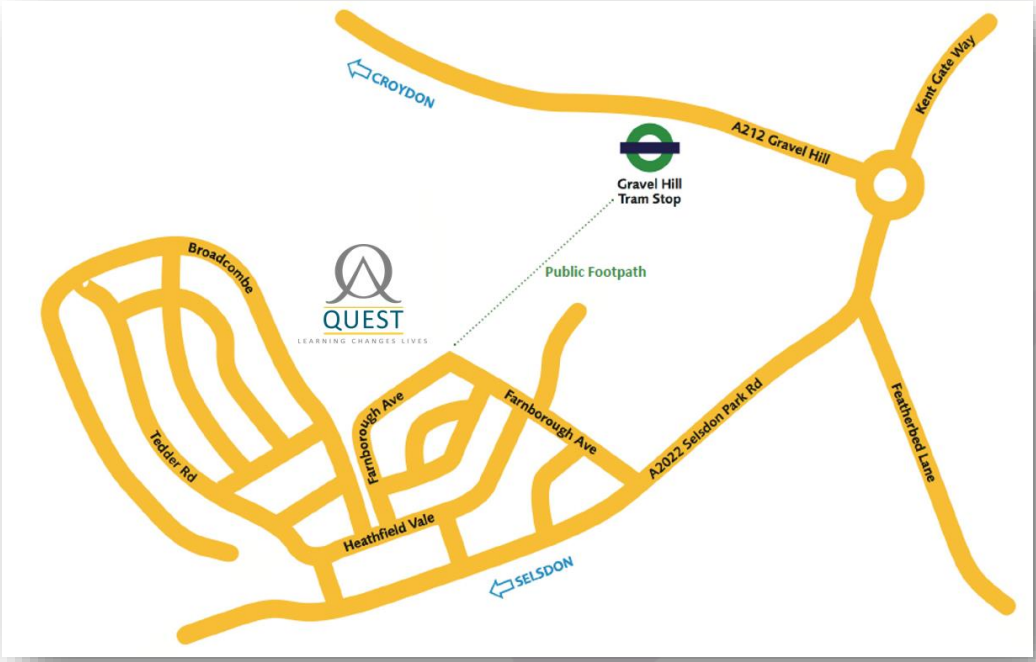
KS4

The GCSE course is followed by all groups. Students commence the acquisition of GCSE skills in Year 9 and are taught in ability sets. The progress of each student is monitored closely by the Department and there are regular progress tests and internal examinations. The set texts are studied in Year 10. They are: Doctor Jekyll and Mr Hyde, An Inspector Calls, Romeo and Juliet and an anthology of poetry.

KS5

Students follow a two year A Level course taught in six periods per week. Previous A Level results in have been exceptional with all students obtaining A-C grades. Over the course of the two years, students have studied "Paradise Lost ", "A Doll's House", Shakespeare's "Hamlet" and two dystopian novels – "A Handmaid's Tale" and "Nineteen Eighty-Four". Students also write a piece of coursework in Year 13 which counts towards their overall grade.

How to Find Us



By Car:

If you are travelling by car, The Quest Academy is located on Farnborough Avenue which is off of the A2022, Selsdon Park Road. If you are coming from the M25 junctions 7 (Croydon), 6 (Caterham) or 4 (Orpington) provide easy access to Selsdon.

By Train

The nearest mainline station is East Croydon. You can then take either a number 3 tram (toward New Addington) and alight at Gravel Hill or one of the several buses that serve the area; 433, 130 or 466.

By Tram

There is a wide footpath (keep to the right hand side) which runs from the tram stop past the back of John Ruskin College, Gilbert Scott Primary School and Red Gates School, finishing in the corner of Farnborough Avenue. This walk takes about 12mins. The Academy is located on the right hand side in Farnborough Avenue.

By Bus:

Bus routes: 433, 64, 130, 466, 359.

The Quest Academy
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