



**Burnside
College**



Assistant Curriculum Leader of English

Application Pack

Burnside College
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Wellbeing Award
for Schools

2019-2022





Dear Colleague,

Thank you for your interest in joining our team.

Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school has been through a considerable period of change in recent years in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community.

These improvements have been secured through a real team effort between school leaders and staff. We have a relentless focus on teaching and learning and ensure we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

There is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart. In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for NQTs and early years teachers. School leaders are considerate of the workload and wellbeing of staff. And the school provides good career progression opportunities.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people.

Further details about our school are available on the school website but we are always happy to arrange a telephone conversation or, where possible, a tour of the school if you would like more information.

Under COVID restrictions it may be necessary to carry out interviews virtually if we are unable to welcome visitors into school.

Yours faithfully

Mr D Jamieson
Headteacher

The Role: Assistant Curriculum Leader of English

Type of Contract:	Full Time Permanent
Salary/Scale:	MPS/UPS & TLR 2a
Start Date:	1st September 2021
Closing Date for Applications:	9am Friday 16th April 2021
Interview Date:	To be confirmed

We are proud to offer an exciting opportunity to work at Burnside College. We're looking to appoint an energetic and driven candidate who wishes to develop their leadership in a dynamic and supportive department. This is a full time, permanent post commencing on 1st September 2021.

Applicants will be highly motivated and have a passion to ensure that our learners achieve the very best that they can at all times. The core purpose of the role will be to uphold the fundamental standards of **pride, respect** and **achievement** with **all learners** but also ensure that all students receive the highest standard of bespoke support.

We are committed to ensuring that every student reaches their potential in a calm and engaging environment. The English Department provides the highest quality teaching and learning, with personalised CPD for all staff to support this; the best possible student support and the most appropriate and innovative curriculum.

Burnside College is a good school, with outstanding sixth form provision. We put teaching and learning first and are committed to providing a high quality and inclusive learning experience for all.

Applications are invited from enthusiastic and ambitious practitioners. As an Assistant Curriculum Leader of English, you will work closely with the Curriculum Leader of English and the Assistant Curriculum Leader of English in continuing to improve outcomes at all stages. This is an ideal post for somebody who would like to develop their leadership skills and who has aspirations of leading a English Department in the future.

Your roles and responsibilities:

- Promote the highest possible standards of achievement in English for all students (including those for whom we receive a pupil premium, or those that have additional educational needs)
- Take on a supporting role within an agreed area of responsibility
- Ensure that students meet or exceed their target grades
- Support the Curriculum Leader of English in developing a vibrant and exciting curriculum for all learners
- Support the Curriculum Leader of English to lead, manage and develop other staff in the department
- Support the Curriculum Leader of English with departmental behavioural issues and tracking
- Serve as a point of contact for staff in the absence of the Curriculum Leader of English
- Lead and attend curriculum leader meetings (internal/external) in the absence of the Curriculum Leader of English
- Contribute to the monitoring and tracking within the department
- Set cover when necessary

As Assistant Curriculum Leader in English you will support the Curriculum Leader of English in producing and maintaining:

- Clear, written aims, plans and objectives
- An agreed Raising Achievement Plan
- Agreed schemes of work which include all students
- An agreed SEF evaluating strengths and weaknesses
- High quality assessment and feedback
- Clear, simple records on pupils' progress
- Analysis of data & standards and how well different groups are doing
- Well deployed resources, including support staff and supply teachers
- Plentiful, accessible and high quality resources, often available online

If you would like an informal conversation about the post please contact Lindsay Warren, Curriculum Leader for English, at l.warren@burnsidecollege.org.uk

Purpose of the role (job statement)

Carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well

Carry out the duties of a classroom teacher as set out in the 'School Teachers Pay and Conditions Document and to meet the core Professional Standards for Teachers contained within the Framework in the STPCD. In addition if paid at Upper pay scale meet the Post Threshold Standards set out below

Responsibilities

To carry out Planning, Teaching and Class Management: to teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge students and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework; using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support
- liaise with the Subject Leader to ensure the implementation of department policy and best practice

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students' work and set targets for progress
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- undertake assessment of students as requested by examination bodies, departmental and school procedures
- prepare and present informative reports to parents
- undertake assessment of students and participate in the school's system reporting to parents

Curriculum Development

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- work with others on curriculum and/or pupil development to secure co-ordinated outcomes

Pastoral Duties

- be a Form Tutor to an assigned group of students
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- contribute to the preparation of Action Plans and progress files and other reports
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
- contribute to PSHE and citizenship and enterprise according to school policy

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- take account of wider curriculum developments
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute positively and effectively to the Every Child Matters agenda
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors

Role Threshold Standards

- Post threshold standards apply to anyone employed at UPS level

Person Specification

Criteria	
E = Essential D = Desirable	
Skills, Knowledge and Aptitudes <ul style="list-style-type: none"> • Knowledge of the National Curriculum for their subject • Willingness to keep up to date in subject knowledge and national developments • Ability to plan and teach effectively using a variety of strategies • Excellent interpersonal skills with both adults and children • Willingness and ability to work as part of a team • Ability to communicate effectively both verbally and in writing • Ability to prioritise and organise own work • Knowledge of Health and Safety procedures and their application • To have a ‘can do’ philosophy • To enjoy working with young people • To be flexible, energetic, adaptable and have the ability to use initiative • To identify and develop opportunities • To carry out professional duties in a positive, helpful and courteous manner • To have high aspirations and expectations for their students and themselves • Committed to raising standards and continuous improvement • To be dedicated to the success of the students, their teams, the school and themselves • Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines 	 E E E E E D E E E E E E E E
Qualifications & Training <ul style="list-style-type: none"> • Qualified Teacher Status • Good honours degree in a relevant field • Evidence of recent continuing professional development 	 E E D
Experience <ul style="list-style-type: none"> • Ability to teach across Key Stages 3 and 4 • Ability to teach Key Stage 5 	 E D
Disposition <ul style="list-style-type: none"> • Committed to personal development • Willingness to contribute to other areas of school life 	 E E

Burnside College is committed to safeguarding and promoting welfare of children and young people.
Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Mrs J Graham
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to j.graham@burnsidecollege.org.uk

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

Closing Date: 9am Friday 16th April 2021

Interview Date: To be confirmed

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.