Merchants' Academy

BE PROUD

LITERACY SPECIALIST



INFORMATION FOR CANDIDATES

merchantsacademy.org

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Literacy Specialist

Full-time, permanent

MPS/UPS (£23,720 - £39,406) + Health Cash Plan and Benefits package

Merchants' Academy is a 3-18 Academy sponsored by the Society of Merchant Venturers and the University of Bristol. This is an exciting time to join us as the Academy grows and standards continue to rise. The Academy is very well resourced, where staff and their development is a priority.

Applications are invited from high quality candidates, with an interest and expertise in KS3 literacy, to join an exciting and committed English Department at Merchants' Academy.

We are seeking an inspirational teacher who is committed to engaging and raising the attainment and aspirations of our students.

Candidates for this post should be:

- inspiring and able to motivate and challenge students to make rapid literacy progress, sometimes from a low starting point.
- able to establish strong relationships and have excellent interpersonal skills.
- bold, optimistic and tenacious in setting and achieving high standards.

In return we can offer you:

- A genuine opportunity to make a difference where it is needed.
- Well-resourced classrooms, necessary IT equipment and structured administrative support.
- A fantastic community of children, parents and carers who deserve the best.
- To join a wonderful team and have every opportunity to further your professional development and career with an excellent benefit package including; Wellbeing Health Cash Plan, Higher Degree Support Funding, Retail Discounts, ICT Loans, Professional Induction Incentive plus others.

If you are hardworking, reflective, resilient, and looking to further develop your talents and skills at Merchants' Academy then we would love to receive an application from you.

Closing Date: 21st January 2019 at 9:00 **Interviews: Week commencing 28th January 2019**

Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all ***An enhanced DBS check is required for all staff.***



Venturers Trust and our Sponsors

Venturers Trust is a new Multi Academy Trust based in Bristol formed through the merger of CGS Trust and Merchants' Academy Trust in September 2017. Comprising Primary, Secondary, all-age schools and a Special school the Trust has 3,200 pupils and 700 staff. The Trust is sponsored by the Society of Merchant Venturers and the University of Bristol.

The Society of Merchant Venturers is a private entrepreneurial and charitable organisation that actively supports enterprise in Bristol. It has been involved in improving the city's education for at least 400 years. As a sponsor, the Merchant Venturers are heavily involved in all aspects of the Trust including Governance. They bring first class expertise in governance and a wide range of business acumen to the benefit of our schools.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is committed to encouraging the number of local students seeking a place within Higher Education. The University is actively involved in the development of the Trust's curriculum and Governance and allows our pupils and students to access its excellent academic facilities. The University has created an extensive programme of opportunities for our pupils which no other schools have. The University also offers support in other areas, such as research and mentoring.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their support, challenge and expertise are greatly valued.



The Academies of Venturers Trust comprise of:

- Bannerman Road Community Academy
- Barton Hill Academy
- Colston's Girls' School (consisting of Secondary and Sixth Form phases)
- The Dolphin School
- Fairlawn School
- The Kingfisher School
- Merchants' Academy
- Venturers' Academy



Benefits of Working with Us

Venturers Trust is fortunate to be able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing for them a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits *(for all staff on Venturers Trust contracts and working over 10 contractual hours per week)* include:

WELLBEING HEALTH CASH PLAN - A valuable Health Cash Plan that provides cover for routine healthcare such as dental checkups, eye tests, physiotherapy, and specialist consultations. Benefits for children of employees up to the age of 18 are included free

EMPLOYEE ASSISTANCE PROGRAMME - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education

TRAINING AND DEVELOPMENT - First class training and development opportunities are provided within the Trust

HIGHER DEGREE SUPPORT FUNDING - Significant contribution to the funding of Master's Degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors

PROFESSIONAL DEVELOPMENT - 10 Professional Learning days per year

FREE LUNCHES - A free lunch is provided every day to any member of staff who performs at least one lunchtime duty a week

FREE USE OF THE GYM AT THE SPORT CENTRE - use the gym free of charge and get subsidised prices for the many classes available

CHILDCARE VOUCHERS - Participation in the Childcare Voucher Scheme, free of tax and national insurance

BICYCLE PURCHASE LOANS - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase loan up to the value of £1,000 through the 'Cycle to Work' scheme

ICT LOANS - A loan repayable over a 2 year period as part of a Salary Sacrifice scheme

RETAIL DISCOUNTS – An extensive range of free goods/services and discounts available to staff

PROFESSIONAL INTRODUCTION INCENTIVE - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction

Further details of our employee benefits can be found on the Academy website.





Merchants' Academy
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Merchants' Academy

Merchants' Academy provides a unique opportunity for students in Bristol to join a school from Reception through to the age of 18. In addition to those who progress into the Secondary from our own Primary, we welcome students every year from many primary schools across the city and whilst students from our primary have an understanding of our vision and ethos, the pastoral team work with all incoming students to ensure that there is a clarity for all with respect to both our expectations and our vision.

'Our successful sixth form is rapidly growing and our sixth form students are ambassadors for the academy community.'

Samantha Williamson, Principal

Merchants' Academy has a distinctive and positive ethos which guides our work and the education of our students. Preparation for adult life underpins our Academy aims and the well-developed culture which is established across all aspects and functions of the Academy. We are committed to the success of each of our students whatever stage they are at in their education and this is reflected through the Academy's values and commitment to:

- provide high quality education and a thirst for life-long learning
- enable everyone to enjoy success and achievement
- promote confidence and a strong sense of personal worth
- have high expectations which will be reflected in the targets set for staff and students alike
- harness the energies of children, students, staff and parents to establish a genuine partnership with the Academy for the benefit of all
- establish a business-like ethos by beliefs in values and attitudes such as hard work, honesty, integrity, respect and concern for others
- provide quality opportunities for the spiritual, moral, social and cultural development of our children and young people
- ensure that the effectiveness of all Academy staff is maintained and developed through considerable investment in high quality, continuous professional learning

This is demonstrated through constant reference to our BRISTOL Values of:

Boldness: Aim high, show courage and hope to push against any barriers

Respect: Be considerate and respect the rights of others

Integrity: If it's not right, do not do it. If it's not true, don't say it

Service: We have a responsibility to the future and each other

Tenacity: Tough times don't last, strong people do

Optimism: No pessimist discovered the secret of the starts or uncharted land

Learning: A commitment to lifelong development unlocks your full potential



Merchants' Academy
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English at Merchants' Academy

The English staff are a creative, dedicated and innovative team who work relentlessly to inspire students and promote a love of literature and the English language. We strive to ensure that the lessons delivered are imaginative, challenging and enable students to reflect on their learning.

English is taught across all Key Stages and is a core subject, for all students in Years 7-11. English Literature is taught at A level. The department has thirteen members of staff who are all trained specialists in English ranging from those with many years of experience to NQTs. The team is also well supported by Teaching Assistants. Rigorous performance appraisal, sharing of good practice and high expectations for students all contribute to the high quality of teaching and learning across English.

As a core subject, English is vital to the achievement of the Academy and is a popular subject with students. There are a range of strategies in place which are focused on supporting students in increasing their own skills, knowledge and awareness of the English curriculum. Students' progress and achievements are celebrated. Interventions to promote and support students with reading including the use of Accelerated Reader and Sound Training for Reading (STfR) are in place.

In Years 7 and 8 the curriculum follows a two year model with the view to give a good grounding in English skills. Year 9 Schemes of Learning work towards a transition to GCSE.
For Key Stage 4 we use AQA (GCSE English Language and Literature, GCSE English) specifications.

In Years 12 and 13 students follow the AQA English Literature syllabus. A comprehensive range of literature is studied, ensuring students are exposed to as many aspects and genres as possible. It encourages high ability students and those considering studying English in Higher Education to continue to develop their own personal reference library.

The English department has the following aims:

- To provide an outstanding education for all students, regardless of ability, in order that they achieve above their predicted grades
- To develop and encourage an appreciation and love of Literature
- To set high expectations for all learners and staff, recognising and celebrating achievements
- To develop the Literacy skills of all students in order to allow them to better access the curriculum and to develop their confidence and skills of communication
- To deliver the curriculum in a manner which encourages engagement whilst drawing on the subject knowledge and skills of both staff and students
- To continually revise and improve the provision of the curriculum
- To extend the curriculum beyond the confines of the curriculum and examination criteria
- To develop learners into considerate, confident, ambitious and motivated individuals
- To plan and deliver lessons that are interactive, engaging, differentiated and personalised
- To create a positive environment that supports and nurtures both staff and students alike

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Living in Bristol

Merchants' Academy is on the southern fringe of Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.



Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks and squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.



Bristol grew to be one of the most important cities in England during the Middle Ages as a result of its port and in 1497 the brothers Sebastian and John Cabot, sponsored by the Merchant Venturers, sailed from the docks to mainland America, landing in Newfoundland. A working replica of their ship, The Matthew, can be seen in the harbour today.
Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services and creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.





Job Description

Post: Literacy Specialist

Responsible to: Raising Standards Leader (Secondary)

Specific Duties: Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

PART ONE: TEACHING

A teacher must:

1 Set high expectations which inspire, motivate and challenge students

- establish a safe and stimulating environment for students, rooted in mutual respect
- set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of students.

2 Promote good progress and outcomes by students

- be accountable for students' attainment, progress and outcomes
- analyse students' data and test/exam performance to inform planning and intervention.
- plan teaching to build on students' capabilities and prior knowledge
- guide students to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how students learn and how this impacts on teaching
- encourage students to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 Plan and teach well-structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework according to the Academy timetable and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5 Adapt teaching to respond to the strengths and needs of all students

- know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure students' progress

- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give students regular feedback, both orally and through accurate marking within the agreed time, and encourage students to respond to the feedback.
- follow the Academy assessments reporting policies.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the Academy, in accordance with the Academy's behaviour for learning policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the Academy including co-curricular
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- plan with and deploy support staff effectively to engage fully in learning and progress.
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to students' achievements and well-being.
- work with other professionals as needed e.g. speech and language, EP etc.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside Academy, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the Academy in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

PART THREE: PERSONAL TUTOR

- To act as a personal tutor within the Year system or as a class teacher in Primary.
- To be responsible for the welfare and academic progress of their personal tutor group.
- To act as the first point of contact for parents.
- To monitor and improve attendance rates for the tutor group/class.
- To be responsible for the Academy's reward system within the tutor group/class.
- To meet regularly with the Head of Learning and attend year team meetings (secondary)
- To support inter-house activities as arranged by the Head of House.
- To ensure that students follow the Academy's uniform policy.
- To ensure that students follow the Academy's rules and policies.
- To set a good example in terms of dress, punctuality and attendance.

Other duties and responsibilities:
Carry out other duties that the Principal of the Merchants' Academy may reasonably request.

Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	• Good Honours Graduate with QTS or as required by the DfE	
Experience	• A successful teaching record either as a trainee or experienced teacher • Experience of working with students of all abilities in the age group for which trained	
Skills	• Skills set as outlined in the Teachers' Standards	• Outstanding subject and curriculum knowledge • Evidence of significant progress and outcomes for children
Professional Development	• Commitment to continuing personal and professional learning development	• Evidence of Professional Learning relevant to the role
Leadership Skills and Values	• Ability to inspire, motivate and challenge students • Commitment to the pursuit of excellence in educational standards • Ability to communicate effectively with colleagues, students, parents and external agencies • Commitment to and promotion of co-curricular opportunities	• Evidence of high level co-curricular activities • Potential for further leadership role
Knowledge & Understanding	• Demonstrate good subject and curriculum knowledge including the national curriculum • Know how to secure outstanding progress and outcomes by students adapting teaching as needed	
Student Involvement	• Commitment to student involvement • Personal commitment to listen to student voice • Focus on individual student's needs and development of independent learning • High expectations of students	• Evidence of student involvement
Personal Attributes	• Flexibility to cope with diverse needs of the post • Resilience to work under pressure • Positive, tenacious and optimistic • Ability to quickly establish positive relationships with students, staff and parents	• Initiative and ability to create new processes and practices to raise standards

HOW TO APPLY

Closing Date for Applications: 21st January 2019 at 9:00

Interviews: Week commencing 28th January 2019

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at **venturerstrust.org** and should be returned electronically along with the Equality Monitoring Form by following the instructions at the **Work With Us** section of the Academy's website.

Please note due to the expected high volume of applications it may not be possible to acknowledge and respond to all applicants.

SAFER RECRUITMENT IN EDUCATION

Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.