

### Teacher of English

<b>Salary range:</b>	<b>TMS + responsibility allowance for a suitably qualified candidate</b>
<b>Number of Hours:</b>	<b>FULL TIME</b>
<b>Temporary or Permanent:</b>	<b>PERMANENT</b>
<b>Responsible for:</b>	<b>SUBJECT TEAM</b>
<b>Closing Date: 14<sup>th</sup> October 2019 9.00am</b>	<b>Interview Date: 18<sup>th</sup> October 2019</b>

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. Our ethos, driven by our commitment to Whitley's values, is built on inclusion and our dedication to care for each member of our community as an individual. We put learning and learners first in every decision we make. We are proud of our school and committed to supporting all staff and students to "be the best you can be".

We are seeking an inspirational English Teacher to join our well-established and innovative English team from January 2020. You will be joining a well-resourced department with a relentless focus on raising attainment and recruiting successful students to KS5 English and iMedia courses in our Post 16 provision. You will be an effective team member, whose input will contribute to the further development of the current supportive and enthusiastic team of practitioners. Our Academy is on a rapid improvement journey. You will be joining a forward-thinking school that values the professional development and well-being of its staff.

The successful candidate must be:

- Able to teach English to at least KS4 and potentially KS5,
- Values driven,
- Ambitious for every child and highly inclusive,
- Passionate about English and its impact on learning, with the ability to motivate pupils and achieve excellent results,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and their colleagues,
- Able to contribute to the development of T&L in English,
- Someone who can forge positive relationships with students to encourage great learning, and
- Someone who has a passion for English and the ability to share this with young people.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate,
- PiXL network access, developing new ideas and strategies to impact on student learning and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, free parking, and a vibrant modern building and facilities in a beautiful location within easy reach of the M40/M6 corridor.

This post would be suitable for an early career stage teacher interested in developing their expertise in an exciting, outward-looking school or for a more experienced practitioner with an interest in developing their practice, subject knowledge or leadership skills. Informal visits are welcomed. To find out more about our school please visit our website at [www.whitleyacademy.com](http://www.whitleyacademy.com).

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date is 14<sup>th</sup> October 2019, 9:00AM. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

Completed applications should be returned to: [vacancies@whitleyacademy.com](mailto:vacancies@whitleyacademy.com)

## Teacher of English Job Description

<b>Job Title:</b>	<b>English Teacher</b>	<b>Pay scale:</b>	<b>TMS + responsibility allowance for a suitably qualified candidate</b>
<b>Line Manager:</b>	<b>Curriculum Leader English</b>	<b>Location:</b>	<b>Whitley Academy</b>

### Job Purpose

To teach English across the age and ability ranges to ensure that individual students are challenged to achieve their full potential.

### Duties and Responsibilities:

- To plan and prepare lessons and teaching materials.
- To teach a selection of English classes from KS3, KS4 and where appropriate post 16.
- To ensure the needs of individual students are met.
- To maintain good order and discipline amongst students in line with the school Behaviour Policy, including duties and supervision outside the classroom.
- To contribute to the development, evaluation and maintenance of Schemes of Work at KS3, KS4 and where appropriate Post 16.
- To participate in CPD on curricular developments and help incorporate such developments into Schemes of Work.
- To contribute to the development, evaluation and maintenance of agreed working practices within the departments at all levels of teaching.
- To keep abreast of changes in the curriculum at all levels and to contribute ideas as to how these changes can best be implemented.
- To aid in the development of appropriate internal assessment materials at KS3, KS4 and where appropriate Post 16.
- To assess accurately and record assessments of work carried out by students and to provide assessment data at the appropriate times.
- To take an active part in all CPD activities designed to standardise assessments.
- To report on students at appropriate times in line with school and curricular policies.
- To be a tutor, providing pastoral support, guidance and advice to a group of students. Keeping appropriate records and reporting on the personal and social needs and progress of the Students.
- Any other duties as requested by the Principal appropriate to this level.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

**Responsible to:** SLG

**Date Reviewed:** October 2019

## English Teacher Personal Specification

Essential	Desirable	Evidence
<b>Qualifications &amp; Experience</b> <ul style="list-style-type: none"> <li>Qualified teacher status or NQT year</li> <li>Good Degree in English.</li> <li>Experience of teaching English at secondary level.</li> <li>Evidence of involvement in CPD activities as a participant.</li> </ul>	<ul style="list-style-type: none"> <li>Involvement in further formal professional development</li> <li>Evidence of involvement in CPD activities as a facilitator.</li> </ul>	Application form, Original Qualification Documents & references
<b>Knowledge &amp; Understanding</b> <ul style="list-style-type: none"> <li>Up to date knowledge of the English National Curriculum at all key stages.</li> <li>Knowledge of assessment, recording and reporting of students' progress and achievements in English and of assessment for learning.</li> <li>Knowledge of the school's role in providing for the individual needs of students, including those with special educational needs, those eligible for pupil premium and more able students.</li> <li>An understanding of the importance of the teacher as a role model for young people.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of equal opportunities and anti-discriminatory practices in the context of the school community</li> </ul>	Application, references & selection process
<b>Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>The ability to establish and maintain relationships with staff.</li> <li>The ability to work as a member of a team.</li> <li>The ability to handle potentially difficult situations sensitively.</li> <li>An appreciation of the importance of establishing and developing a good professional working relationship with students' parents and where appropriate with Governors, the local community, partner schools and other external agencies.</li> <li>The ability to communicate effectively, both orally and in written form.</li> <li>The ability to meet deadlines.</li> <li>The ability to teach English effectively through Year 7 to 13.</li> <li>A commitment to comprehensive education.</li> <li>A willingness to contribute to subject, faculty and whole school developments.</li> <li>An understanding of the importance of the teacher as a role model for young people.</li> <li>A commitment to put into effect the school's policies and objectives and to support its aims.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to ask for help if required</li> <li>Concern for the welfare of the school community</li> </ul>	Application, references & selection process
<b>Whitley Characteristics</b> <ul style="list-style-type: none"> <li>Resilience and Independence – ability to use initiative.</li> <li>Passion for all young people's learning</li> <li>Enthusiastic about teaching and learning in your subject</li> <li>Positive outlook</li> <li>Team Player</li> <li>Advocacy for Whitley Academy students and their community</li> </ul>		Application, references & selection process
<b>Special Requirements</b> We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).		

Updated: October 2019

## Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

### APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

### REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

### SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

### PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

### Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

### Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

### Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

**It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.**