



Abbey College
Teacher of English (Full time or part time)

Recruitment Schedule:

Application Deadline: 20th
January 2020

Shortlisting: 22nd January 2020

Interviews: w/c 27th January 2020

Teacher of English (Full or Part time)

Start: April 2020

Salary: MPS/UPS



Dear Applicant,

Thank you for your interest in our PE/English maternity post at Abbey College. We are seeking to appoint an enthusiastic and ambitious teacher of PE with English to join our team of brilliant staff.

Our results continue to increase and in 2019, 70% of our GCSE students achieved the top 4-9 grades in both English and Maths, with 51% achieving 5-9. We also had another year of strong Alevel results with 40% achieving A* or A grades and 78% achieving A*-C.

We are on a journey to reach Outstanding and we require an English Teacher to help drive this vision. We are looking for someone who is hard working, ambitious, and looking to develop themselves further. The successful applicant will have the opportunity to teach Key Stage 5 and will be enthusiastic about giving our students the high-quality education they deserve.

Our collective aim is to ensure that all students experience happiness, while they are challenged to meet goals and achieve their dreams, alongside celebration, reflection and tradition.

I believe that high quality teaching, learning, engagement and assessment is at the heart of every good school and our consistent success. After all a student's education is not a dress rehearsal; they only get one chance.

I look forward to receiving your application on the enclosed application form, together with your covering letter. If you would like to visit the College please ring the office to arrange a convenient time.

A handwritten signature in black ink, which appears to read 'Andy Christoforou'. The signature is fluid and cursive.

Mr Andy Christoforou – Headteacher, Abbey College

About Abbey College

Abbey College, Ramsey is located in a small market town almost half way between Huntingdon and Peterborough and within easy reach of Cambridge and London. The College is set within extensive, historic and beautiful grounds close to the Parish Church of St Thomas A Becket.

The College is a large 11-18 school with a catchment which extends over a wide rural area. There are approximately 1090 students on role, including a sixth form of 120. We currently have around 70 teaching staff with an additional support team of over 75 members of staff.



1090

students including
120 in the sixth form



70

teaching staff



75+

support staff

Our College ethos is '**Aspire and Challenge**', which means that the College strives to provide strong equal learning opportunities within a broad and balanced curriculum for all students regardless of ability, background or culture. Our values include **Being** polite, **Being** Equipped for learning, **Sticking** and completing the most challenging task and being **Tolerant**, which we remember as **BEST**. Our motto is to: '*challenge mind-sets and raising aspirations*'.

At Abbey College we regard staff well-being as a top priority and we are committed to ensuring our staff are always developing and growing. We have a full and extensive programme of CPD activities throughout the year and regularly share good practice. We have also recently introduced an employee of the month scheme to recognise members of staff who go above and beyond.

For more information about the day to day life and the successes happening at the College, visit our Facebook page: www.facebook.com/RamseyAbbeyCollege.

About Ramsey

Ramsey is a historic English market-town in the district of Huntingdonshire and the county of Cambridgeshire, which was established around the Ramsey Abbey, a Benedictine monastery. Subsequently the town is brimming with history and has retained a quaint, rural feel.

However, do not be fooled, Ramsey is just 20-25 minutes from bustling cities Peterborough and Huntingdon, and its close proximity to the A1 motorway also means it is just 40 minutes from Cambridge and 45 minutes from London from Peterborough train station. Therefore its positioning grants it a perfect combination of both rural charm and city comforts.

Nearby



Job Description: Teacher of English

Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The responsibilities of the post will be in accordance with the Teacher's standards, latest School teachers' pay and conditions, school's policies and under the direction of the Headteacher.

Job Role and Purpose:

- Teacher of English
- Opportunity to teach Key Stage 5

Responsibilities:

- Good or outstanding classroom skills
- Ability to create effective lesson plans
- Ability to use assessment to inform planning for good teaching and learning
- Experience or desire to be involved in a curriculum initiative
- Ability to differentiate materials to meet the needs of learners
- Experience or desire to raise standards of achievements
- Willingness to continue to develop own expertise
- Ability to build good relationships with students and colleagues
- Be well organized and able to obtain accurate records
- Ability to use ICT effectively to engage students

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

A job description and person specification can be found below

To apply please complete the application form and send in with a covering letter.
Please email to:
Teresa.Holland@abbeycollege.cambs.sch.uk



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Teacher of English (Full or Part time)

Start: April 2020

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Abbey College, Abbey Road, Ramsey, Huntingdon, PE26 1DG

T: 01487 812 352

W: www.abbeycollege.cambs.sch.uk

ABBHEY COLLEGE - ENGLISH LEARNING AREA

DETAILS FOR APPLICANTS

Who are we?

The English Learning Area is comprised of 8 staff. We have a young, innovative and creative team of practitioners, who are keen to try new ideas. They have committed to raising the aspirations of our children over the last two years via increased challenge, a focus on planning lessons to enable independent and collaborative learning, and providing high quality feedback. They are a dedicated and passionate team who have had real success in the last five years.

The English Department has been highly successful over a number of years at KS3, 4 and 5. In particular the KS4 results have been consistently above national averages for both attainment and progress with 90% of all students achieving a Grade 4 or above and 73% of all students achieving a Grade 5 or above. We have a large number of students carrying their English studies on into the Sixth Form and the results in English contributed towards the Sixth Form being recognised as the fourth best in Cambridgeshire.

Would you like to visit us?

Our English department has nine dedicated, and flexible classrooms, the usual treasure trove cupboard full of old and new books, and desktop computers and smart boards in every room.

We are not as far away as you think, and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school?

What do I do if I want to know more before applying?

If you have any further questions in the meantime, please contact the Head of English, Carl Deighton Carl.Deighton@abbeycollege.cambs.sch.uk. You will find more information on our website. We look forward to meeting you, and receiving your application. www.abbeycollege.cambs.sch.uk

Job description

This job description should be performed in accordance with the provisions of the *School Teachers' Pay and Conditions Document* and within the range of duties set out in that document.

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to his/her Line Manager or the College's Child Protection Officer.

Abbey College – Subject Teacher, Specification

		Met	To be addressed by
Education and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • First/Second Class Degree • Willingness to continue to develop own expertise (evidenced through continuing professional development) • Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people 		Application
Teaching Experience	<ul style="list-style-type: none"> • Evidence of consistently good or outstanding teaching and learning • Evidence of good or outstanding classroom management skills • The ability to use ICT effectively to engage students • The ability to create effective lesson plans • An understanding of how to use assessment to inform planning for good teaching and learning. • The ability to differentiate materials to meet the needs of learners • Experience or desire to be involved in a curriculum initiative • Experience or desire to raise standards of achievement 		Application/Interview
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent subject knowledge. • Good ICT skills and their application to teaching with subject specialism • Good/outstanding classroom practitioner able to motivate students • Able to build good relationships with students and colleagues • Ability to communicate effectively with different audiences, orally and in writing 		Application/Interview

	<ul style="list-style-type: none"> • Well organised and able to maintain accurate records and track students performance • Awareness of current educational developments • Ability to reflect on practice 		
Personal Qualities	<ul style="list-style-type: none"> • Hardworking and committed to inclusive education • A belief in the value of individuals and that every child genuinely matters • A commitment to excellence and working in partnership • A willingness to learn and develop new skills • Commitment to continuing professional development • To work proactively within the ethos of the school • Capacity for working under pressure. • Resilience and a sense of humour. • Reliable with excellent attendance and punctuality • Problem solving and loyal to organisation • The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post 		Application/Interview

Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.



Employment Application Form: Teacher

Internal use only
Reference no:
Date received:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal

January 2017

if you are in post or possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	
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PLEASE STATE WHERE YOU SAW THIS ADVERT _____

Part 1: Information for Shortlisting and Interviewing

Initials _____ Surname or Family name _____

Letter of Application – Please note, we do not accept CVs

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

Current/Most Recent Employment: If Teaching

Name, address and telephone number of school					
1. Type of school	Boys	Girls	Mixed	Age range	Number on Roll
2. Type of school e.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.					
Job title Please enclose a copy of the job description					
Subjects/age groups taught					
Date appointed to this post					
Salary					
Date available to begin new job					

Current/Most Recent Employment: If Non-Teaching

Name, address and telephone number of employer	
Job title Please enclose a copy of the job description	
Date appointed to this post	
Salary	
Date available to begin new job	

Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/ T or P/ T	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

Please enclose a continuation sheet if necessary.

Secondary Education and Qualifications

Name of school/college	From	To	Qualifications gained with date

Higher Education

Name and address of university, college and/or university education department	Dates From To	Full or part-time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained

Professional Courses Attended as a Teacher

Please list relevant courses attended in the past 3 years.

Subject	Organising body	Date(s)	Duration

Other Relevant Experience, Interests and Skills

Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

Second Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes ☐ No ☐

Reference 2: Yes ☐ No ☐

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 14 to 19 if relevant to the job.

Personal Information

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth	
11. Email address	
12. DfE reference number	
13. National Insurance Number	
14. Do you have a current full driving licence?	Yes No
15. Did you qualify as a teacher after May 1999?	Yes No If Yes, in which school was induction completed?
16. Have you ever been subject to a child protection investigation by your employer or any other organisation?	Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.
17. Do you require sponsorship (previously a work permit)?	Yes No If YES please provide details under separate cover.
18. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes No If YES give details separately under confidential cover. This will not be opened unless you are called to interview.
19. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Data Protection Act 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant:_____

Print Name: _____

Date: _____

Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic group	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		Write in:	
Prefer not to say	REFU		

Sexual orientation	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	

Disability	Please tick
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Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

