

Associate Teacher (Y7)

Salary range:	Unqualified Teachers Pay Range 1-6
Number of Hours:	FULL TIME
Temporary or Permanent:	Temporary 1Y in the first instance Supported in Y2 with an ITT placement (on successful application)
Responsible for:	Opening Minds (Y7)
Closing Date: 24th June 2019 9.00am	Interview Date: (TBC)

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. In our community, 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 enthusiastic, innovative and highly motivated Associate Teacher (Y7) to join our growing team of staff in KS3 from September 2019 to supervise lessons and lead learning during any short-term absences of teaching staff in our pioneering Opening Minds team.

The successful candidate will be required to demonstrate good classroom management and ensure that students complete the work set by teaching staff to a high standard. The post will also entail some in-class support during lessons, working with small-groups or creating/producing resources, when the demand for covering lessons is lower. The post holder would also be expected to contribute to the extra-curricular life of the school, through enrichment or running a club. This role would be ideal for a *good honours graduate* considering a career in teaching and/or planning to seek a place on an ITT/PGCE course in September 2020. Historically a number of Associate Teachers at Whitley Academy who started out in Opening Minds have taken up such positions through our RSA Teaching School Alliance provision (2016/2017/2018), hence the reason for the vacancy. Previous experience of working with young people would be advantageous but is not essential. Excellent communication skills and an ability to develop a positive rapport with students and teaching staff are important.

You must be:

- Actively considering teaching as a career,
- Qualified to degree level,
- Excited about contributing to the development of Teaching & Learning in the Opening Minds team,
- Committed to making a difference to the lives of pupils,
- Resilient with a strong personal drive,
- Someone who will have high expectations of both students and their colleagues,
- Values driven, and
- Someone who can forge positive relationships with students to encourage great learning in the classroom.

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 the RSA Academies' Teaching School Alliance, which offers 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, and a vibrant modern building and facilities in a beautiful location, beside a nature reserve within easy reach of the M40/M6 corridor.

We are committed to ensuring that every member of our school community is enabled to ‘be the best they can be’.

Informal visits are warmly welcomed. To find out more about our school please visit our website at 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 24th June 2019. Candidates who submit an application before the closing date may be invited for interview sooner. 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

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

Associate Teacher (Y7) Job Description

Job Title: Associate Teacher (Y7)

Pay scale: UQT

Line Manager: CL Opening Minds (KS3)

Location: Whitley Academy

Job Purpose

To work with the KS3 Opening Minds team (and other curriculum teams as directed) and lead learning in the unexpected absence of a teacher.

Duties and Responsibilities:

- To lead the teaching of pre-planned work/activities as directed by the Curriculum Leader Opening Minds and ensure that the students complete their work to a high standard (*rather than simply supervising a lesson*).
- To maintain good order and discipline amongst the students in line with the school Behaviour for Learning Policy to ensure a positive learning environment is maintained.
- To plan and lead appropriate learning activities (with support) if covering longer-term absences using direction from the Curriculum Leader and schemes of work.
- To mark student work in line with the school policy, if covering longer-term absences.
- To work with small groups of students as directed by the Curriculum Leader, to support the Academy's intervention planning schedule.
- To direct TAs within the classroom to best support individual student learning.
- To encourage the students to work co-operatively with each other and engage all students in the learning and work set.
- To respond to any questions from students about processes and procedures.
- To deal with any immediate problems that might arise or emergencies in accordance with school policies.
- To establish and maintain excellent communication with the appropriate Opening Minds teachers to ensure continuity of learning is maintained for the students.
- To collect completed work after a lesson and return it to the appropriate teacher/s.
- To report to the Curriculum Leader or the appropriate person (DSL/Pastoral Manager) to refer any issues arising during a lesson.
- To supervise Y7 examinations as directed.
- To take part in all appropriate CPD/training activities.
- Any other duties and responsibilities within the range of the salary grade as directed by the Principal.

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified in this list.

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: Curriculum Leader Opening Minds

Date Reviewed: June 2019

Associate Teacher Personal Specification

Essential	Desirable	Evidence
Qualifications & Experience <ul style="list-style-type: none"> Educated to degree level (or equivalent) English and Maths at GCSE/O level Grade C or equivalent Of working in a secondary school environment. Of inspiring and motivating young people. Of resolving problems and handling challenging situations effectively. Of managing student behaviour positively. 	<ul style="list-style-type: none"> High expectations of personal performance and of students' success. 	Application form, Original Qualification Documents & references
Knowledge & Understanding <ul style="list-style-type: none"> Of the needs, characteristics and behaviours of young people. Of Child Protection and KCSIE. Of leading learning and behaviour management techniques. Of the importance of positive role models for young people. Of the 'Opening Minds' curriculum and the learning competences it aims to develop through teaching. Of strategies, including literacy, numeracy, ICT, independent learning, supporting special educational needs to ensure effective learning. Of equal opportunities and anti-discriminatory practices in the context of the school community. 	<ul style="list-style-type: none"> Of the requirements related to making an application to ITT and the commitment to succeed. 	Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> To communicate effectively. To motivate and encourage students to work co-operatively together and independently. To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively. To lead, organise and co-ordinate classroom activities as required. To plan and lead effective lessons that ensure clear learning objectives are met. Ability to adapt to different situations and show initiative. Commitment to one's own professional development in relation to T&L practice and through research. A belief that schools can make a difference. 	<ul style="list-style-type: none"> Committed team player with the ability to be flexible and responsive to the needs of students. 	Application, references & selection process
Whitley Characteristics <ul style="list-style-type: none"> Resilience and initiative Passion for all young people's learning Enthusiastic about teaching and learning in your subject Positive outlook Team Player Advocacy for Whitley Academy students and their community 		Application, references & selection process
Special Requirements 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: June 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.