

Candidate Information

Teacher of English
Harris Church of England Academy

About the Multi Academy Trust (MAT)



The MAT

The Diocese of Coventry MAT Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

About the Role

The trust is looking to appoint an inspirational and highly effective Teacher of English who is committed to supporting Harris Church of England Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

The academy opened in January 2014. Since June 2019 the academy has been under the leadership of Headteacher, Roberta

Harrison. In this role, you will have the opportunity to work with the MAT and other Church School partners to transform the educational experiences of the children of Rugby.

Applications

Thank you for your interest in this post. Candidates are welcome to visit the Academy. Please contact Mrs C Bult, Headteacher's PA at bult.c@harriscofeacademy.co.uk to make arrangements.

Please note the closing date for applications is 28th February 2021. Completed applications and supporting documents should be sent via email to recruitment@harriscofeacademy.co.uk or post to Mrs S Roberson, Business Manager, Harris Church of England Academy, Harris Drive, Overslade Lane, Rugby, CV22 6EA

Interviews will take place week commencing 1st March 2021

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts (MATs) in England. Highlighted as a leading diocesan MAT and a model of good practice by the Department for Education in 2016, the trust is now home to eighteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest MATs in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

April Gold, Diocesan Director of Education

The distinctiveness and effectiveness as a Church of England school are good

The Academy's motto 'Whilst we have time, let us do good to all' (Galatians 6:10) equally motivates staff and students in all areas of academic and pastoral work leading to better progress.

Changes to both senior and middle leadership are proving effective and are driving improvement in student achievement, wellbeing and in the Christian character of the Academy.

SIAMS Inspection, March 2016, grade: Good

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



Our Academies



St Laurence's CofE Primary School

Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy

Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy

Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy

Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy

Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy

Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy

Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy

New Road, Studley
B80 7ND



St John's CofE Academy

Winsford Avenue
Coventry
CV5 9HZ



St Oswald's CofE Academy

Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy

Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy

Birdingbury Road Hill,
Leamington Hastings, Rugby
CV23 8EA



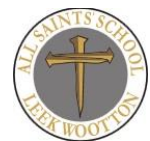
Leigh CofE Academy

Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy

School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW

Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy

Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy

Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy

Tollgate Road
Southam
CV47 1EE



Central MAT Office

The Diocese of Coventry Multi Academy Trust
The Benn Education Centre
Craven Road
Rugby, CV21 3TZ

Teacher of English

Job Description

CORE PURPOSE

- To support the department to achieve the department vision by developing pedagogy and embedding academy policies across the team;
- To support the delivery of high quality teaching and learning which collectively raises standards including levels of engagement, aspiration and attainment;
- To ensure that department policies are fully communicated, implemented, monitored and evaluated;
- To contribute to developing and enhancing the teaching practice of others by setting high expectations for standards of teaching and learning;
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth through provision of a broad and balanced range of opportunities for learners both within and beyond the classroom.

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay

and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The academy complies with these requirements in order to make reasonable demands of teachers.

PRINCIPLE RESPONSIBILITIES

- Promoting the building and sharing of good practice and successful innovation within the team;
- Ensuring the consistent application of teaching and learning strategies and tailored provision that meets the needs of all learners;
- Ensuring the development and evaluation of appropriate specifications and schemes of work including national developments and that these are followed by all teachers;
- Supporting the Head of Department to monitor and evaluate standards of teaching and learning through classroom observation, sampling

students' work and student feedback;

- Assisting the Head of Department to monitor and evaluate standards of attainment for classes and priority groups through the collection, analysis and reporting of performance data using SISRA;
- Contributing to regular academy and team self-evaluation in conjunction with Head of Department;
- Contributing to regular team meetings for briefing, consultation, sharing of good practice and training;
- Supporting effective induction for new staff and support for trainees;
- Extending and embedding effective assessment that leads to rapid and sustained progress, including further APP development

Teaching

- Teach students according to their individual educational needs, including the setting and marking of work;
- Assess, record and report on the attendance, progress, development and attainment of students and to keep

such records as are required;

- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- Ensure that transferable literacy skills are promoted and cross curricular application reinforced in the teaching/learning experience of students;
- Provide aspirational and effective learning experiences for students, in which lessons are consistently of at least "good" quality;
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and meets the demands of the syllabus;
- Maintain positive behaviour for learning in accordance with the academy's procedures and encourage good practice with regard to punctuality, independent learning, standards of work and homework;
- Consistently apply whole academy and department Behaviour Management systems so that effective learning can take place;
- Undertake assessment of students as requested by external examination bodies, departmental and academy procedures.
- Mark, grade and give written/verbal and diagnostic feedback in

line with the whole academy assessment and marking policy.

Pastoral System

- Liaise with Heads of House to ensure the implementation of the academy's Pastoral System and Worship practices;
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life, when required;

Operational/Strategic Planning

- Assist in the development of appropriate resources, schemes of work and teaching strategies in the Curriculum Area;
- Contribute to the Curriculum Area Self Evaluation and Development planning, and support its effective implementation.

Curriculum

- Assist the Head of Departments and SLT member with responsibility for Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the academy's strategic objectives;
- Assist in the process of curriculum development and change so as to

ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's Mission and Strategic.

Staffing

- Participate in the academy's staff development programme by participating in arrangements for further training and professional development as appropriate;
- Continue personal development in the relevant areas including subject knowledge and teaching methods;
- Engage actively in the Performance Management Review process;
- Ensure the effective/efficient deployment of classroom support;
- Work as a member of a designated team and to contribute positively to effective working relations within the academy.

Quality Assurance

- To help to implement academy quality procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy procedures, including evaluation against quality standards and

performance criteria and implement modification and improvement where required;

- Periodically review methods of teaching and programmes of work;
- Participate in, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Management Information

- Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.;
- Complete relevant documentation to assist in progress tracking;
- Track student progress and use information to inform provision, in terms of tailored wave 1 provision as well as additional support and intervention.

Communications

- Communicate effectively with stakeholders as appropriate;
- Follow agreed policies for communications in the academy;
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved;
- Communicate as appropriate, with the parents of students and with persons or bodies

outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.

Marketing and Liaison

- Participate in marketing and liaison activities such as Open Evenings and Parents' Evenings;
- Contribute to the development of effective subject links with external agencies.

Management of Resources

- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the Teacher of English will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Schools exist in a distinctive social context, which has a direct impact on what

happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for

the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families

- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Teacher of English plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Headteacher will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and

contributing to the assessment of children.

- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Qualified teacher	✓		✓		
2	Degree in appropriate discipline	✓		✓	✓	
3	Recent experience of professional development appropriate to the role		✓	✓		
4	Evidence of further study or degree		✓	✓		
5	Proven ability in the teaching of the National Curriculum		✓	✓		
6	Experience of delivering teaching in a Church School		✓	✓		
Professional Experience and Knowledge						
1	Successful teaching experience	✓		✓	✓	✓
2	Up to date knowledge of the National Curriculum cross curricular areas	✓		✓	✓	✓
3	Knowledge and experience in teaching KS3 and KS4 in appropriate discipline	✓		✓	✓	✓
4	Target setting and monitoring progress.	✓		✓	✓	✓
5	Knowledge and experience of applying SEN and inclusion legislation	✓		✓	✓	
6	Knowledge and understanding of curriculum development	✓		✓	✓	
7	Experience of implementing school wide initiatives		✓	✓	✓	
8	Competent use of ICT	✓		✓	✓	
9	Evidence of the development of resources and individual class schemes of work for student with Special Educational Needs		✓	✓	✓	
10	Knowledge of assessment, recording and reporting of pupils' progress and achievements	✓		✓	✓	
11	Experience of producing differentiated resources		✓	✓	✓	
12	Knowledge of the school's role in providing effectively for the needs of it's pupils including those with SEN or EAL	✓		✓	✓	✓
13	Experience in teaching in a similar school in the past three years	✓		✓		
14	Experience of supporting the management development of colleagues		✓	✓	✓	
15	A commitment to and evidence of promoting diversity and equal opportunities within the Academy curriculum and employment practice	✓		✓		
Skills and Abilities						
1	A good team player	✓		✓	✓	✓
2	Excellent classroom management skills	✓				
3	The ability to deliver lessons offering students pace and challenge	✓				
4	Evidence of good personal relationships, including the ability to work as a member of a team	✓		✓	✓	✓
5	Be able to develop professional working relationships with all students	✓		✓	✓	✓
6	Evidence of a commitment to the protection and safeguarding of young people	✓		✓	✓	✓

7	Be able to demonstrate good ICT skills both in use and across the curriculum	✓		✓	✓	
8	Evidence of the ability to handle difficult situations sensitively	✓		✓	✓	
9	Evidence of appreciation of establishing and developing positive relationships with parents, governors and the local community	✓		✓	✓	
10	Evidence of the ability to communicate effectively, both orally and in written form	✓		✓		
11	Evidence of a commitment to Equality and Diversity	✓		✓	✓	
12	Evidence of a commitment to and participation in extra-curricular activities for children	✓		✓	✓	
Personal Qualities						
1	Is committed to driving continuous improvement and pupil outcomes	✓		✓	✓	
2	Have a flexible approach to work	✓		✓	✓	
3	Interested in developing the academy values	✓		✓	✓	
4	Ambition for further professional development	✓		✓	✓	
5	Committed to a distinctive Church school ethos based on Christian values	✓			✓	✓
6	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the Academy	✓			✓	✓

I hereby confirm that I have received a copy of the Job Description for the post of **Teacher of English**

Signed

Date