



# Teacher of English

## Application Pack

The Dukeries Academy,  
New Ollerton, Nottinghamshire

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New Ollerton, Nottinghamshire



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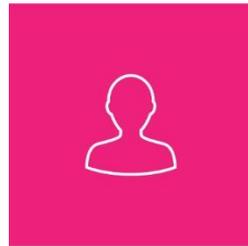
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Improving Education **Together.**



# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



## 02. The Dukeries Academy Information

The Dukeries Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in October 2016, at The Dukeries Academy, we provide a high quality environment to support learning and personal growth.

Our ambition is to stimulate success and academic achievement through a diverse curriculum coupled with an outstanding and nationally recognised reputation for student support and community involvement.

Our teaching methods will provide a firm foundation for our pupils learning, while giving them the opportunity to explore and to find out who they are and what they want to do. We are passionate about innovative teaching, whether through IT, varied teaching methods or community involvement. This is a world-class education.

Our aim is to broaden horizons by educating the whole person and providing the environment for families to learn and grow together. To support this we also offer an extensive range of further education courses.

To find out more, please visit [www.dukeries.attrust.org.uk](http://www.dukeries.attrust.org.uk).



**THE DUKERIES**  
ACADEMY

# 03. Job Description

## Teacher of English, Secondary Academy

### Job Purpose:

Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a teacher/ Form Tutor.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To contribute to raising standards of student attainment.

To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

### Key responsibilities are:

#### ➤ Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students, which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus.

## 03. Job Description

- To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### ➤ **Operational / Strategic Planning**

- > To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- > To contribute to the Curriculum Area and department's improvement plan and its implementation.
- > To plan and prepare courses and lessons.
- > To contribute to the whole Academy's planning activities.

### ➤ **Curriculum Provision**

- > To assist the Head of Department and the Vice Principal to ensure that the curriculum area provides a range of teaching which complements the Academy's strategic objectives.

### ➤ **Curriculum Development**

- > To 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 Objectives.

### ➤ **Staffing**

- > To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- > To continue personal development in the relevant areas including subject knowledge and teaching methods.
- > To engage actively in the Appraisal process.
- > To ensure the effective/efficient deployment of classroom support.
- > To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

## 03. Job Description

### ➤ **Quality Assurance**

- > To help to implement Academy quality procedures and to adhere to those.
- > To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- > To review from time to time methods of teaching and programmes of work.
- > To take part, 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**

- > To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.
- > To complete the relevant documentation to assist in the tracking of students.
- > To track student progress and use information to inform teaching and learning.

### ➤ **Communications and Liaisons**

- > To communicate effectively with the parents of students as appropriate.
- > Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- > To follow agreed policies for communications in the Academy.
- > To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- > To contribute to the development of effective subject links with external agencies.

### ➤ **Management of Resources**

- > To contribute to the process of the ordering and allocation of equipment and materials.
- > To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- > To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.

### ➤ **Pastoral System**

- > To be a Form Tutor to an assigned group of students.



- > To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- > To liaise with a Pastoral Leader to ensure the implementation of the Academy's Pastoral System.
- > To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To 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
- To contribute to citizenship and enterprise education according to Academy policy.
- To apply the Behaviour Management systems so that effective learning can take place.

### ➤ **Academy Ethos**

- > To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- > Support the Academy in meeting its responsibilities for assemblies.
- > To promote actively the Academy's corporate policies.
- > To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.



# 04. Person Specification

## Teacher of English, Secondary Academy

	Essential	Desirable
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• DfE recognised Qualified Teacher Status</li><li>• Good honours degree</li></ul>	<ul style="list-style-type: none"><li>• Evidence of CPD training courses</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of teaching at KS3/KS4</li><li>• Experience of effective management of student behaviour.</li><li>• Experience of marking and feedback to meet department expectations.</li></ul>	<ul style="list-style-type: none"><li>• Experience in the use of ICT as a teaching and learning tool</li><li>• Experience of teaching at KS5</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• How to use data and information to plan for progress.</li><li>• How to adopt a range of teaching strategies to ensure that students succeed.</li><li>• Can motivate, enthuse and inspire students to achieve.</li><li>• Ability to plan and organise effectively</li><li>• A commitment to making a positive contribution to the whole school community</li><li>• Is a reflective practitioner</li><li>• Believes passionately that every student can succeed</li></ul>	<ul style="list-style-type: none"><li>• An awareness of the issues related to Literacy Across the Curriculum</li><li>• Awareness of new specifications for GCSE.</li><li>• An awareness of teaching for life without levels.</li></ul>



## 05. How to apply

The Dukeries Academy,  
New Ollerton, Nottinghamshire

### Salary:

MPS / UPS

### Closing date:

Midday, 16 October 2019

### Interviews:

To be confirmed

### Start Date:

January 2020

### Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please call the academy on 01623 860545.

### Applying

Please apply by visiting

[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

# Forward as one. Improving Education Together.

**Address:**

Academy Transformation Trust  
Suite 413  
Jewellery Business Centre  
95 Spencer Street  
Birmingham  
B18 6DA

**Visit:**

[academytransformationtrust.co.uk](http://academytransformationtrust.co.uk)

**Call:**

0121 794 7275

**Email:**

[office@academytransformation.co.uk](mailto:office@academytransformation.co.uk)



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