



Application Pack
Teacher of English
The Becket School

Welcome

On behalf of the South Nottingham Catholic Academy Trust I extend to you a very warm welcome and thank you for expressing an interest in this vacancy with the Trust.

The Trust is first and foremost a Catholic organisation of five schools – one secondary and four primaries, aiming to provide a first class Catholic education for all our students who come from across the south of Nottingham City and the edge of the County. Consequently, we set everything we do within Christian values and look to follow the example of Christ in all our work.

We believe that a successful Catholic education develops students academically, socially and spiritually, giving them the skills to be successful in whatever they do once they have left us. We are forward-looking while embracing traditional values and focus constantly on improving the quality of Learning and Teaching within our schools.

The Trust is committed to encouraging a leadership approach at all levels. We are all empowered to make a difference in terms of the Trust's ability to address its core purpose. We encourage risk taking and creative planning to challenge and inspire both our students and staff alike.

We aim for high academic standards and the pursuit of excellence in all of our work; our traditions and our reputation, earned over many years, reflect this. Our dedicated colleagues, our encouragement of a positive attitude to learning, our high expectations and our setting of all of our work in Christian values have contributed to our consistent success. We are not, however, content to rest on our laurels but should always look to seize the opportunity to make a real contribution to whole school effectiveness. Our students deserve the best!

The South Nottingham Catholic Academy Trust has an inclusive ethos, encouraging applications from those with a background of any faith and none. It is a requirement that the Catholic nature of the school is never undermined and that all employed at the school are supportive of its distinctive Catholic ethos; together, everyone can develop and flourish. Our staff are committed to helping their colleagues from across the Trust and to making sure that we operate as effectively and as efficiently as possible. Flexibility and commitment are qualities which we value in our staff. We are very proud of what we have achieved and what we aim to achieve in the future and the successful candidate for this post will play a valuable part in enabling us to do so.

Thank you again for your interest in this post. I wish you every success in your application.

Yours sincerely,



Ken Daly
Chair of the Trust

Letter from the Headteacher

Dear Applicant,

At The Becket School, we have a strong record of achieving the very best outcomes for our young people. We focus on the development of the whole person, seeking to develop in young people skills and attitudes, which in tandem with their academic qualifications, will equip them for the next stages in their lives. I strongly believe that every role within the school, whether it be teaching, support, administration, premises or finance, contributes directly to helping our students achieve the very best. Everyone who works here is an important part of our team.

The most important aspect of our school is that we are a Catholic School. As such, we look to support our young people in the development of their faith, within a supportive environment, where gospel values of love, understanding, compassion, forgiveness and care are seen in everything we do.

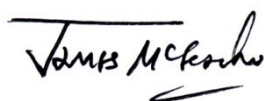
As a high performing school (Times top 20 state school nationally for 'A' level; DfE recognised top 100 schools nationally for EBacc) we work hard to ensure that all of our students are able to achieve their very best.

The staff who work here are fantastic and work tirelessly to support our young people. If you join us, you will have access to a very effective induction programme and first class CPD opportunities. The Becket is the Lead School in the Nottingham Catholic Teaching School Alliance, which provides outstanding training opportunities for our staff and the possibility of delivering training within our school and supporting partner schools.

If you are successful and join our wonderful team, you will be highly valued and I am sure that you will thrive here, making a significant contribution to our school community.

Thank you for expressing an interest in this post and I wish you every success in your application.

Yours sincerely



James McGeachie
Headteacher



Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Teacher of English at the South Nottingham Catholic Academy Trust. I have pleasure in enclosing details of the post.

Application

If you wish to apply, please either email your application to me at hr@sncat.co.uk (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to me at the address below, together with a covering letter, clearly demonstrating your suitability for the role.

All CVs must be accompanied by a fully completed application form. **Where possible, please also provide email addresses for your referees.**

Please ensure that you list all the subjects taken at GCSE/ A Level on your application form together with the grades obtained. You should also show the class of your degree where relevant. You may provide this information as a separate Word document if you prefer.

Closing Date

Please ensure your application arrives before the closing date of **Friday 2nd February 2018(9am)**. Please ensure that the post for which you are applying for has been stated clearly on the application form. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the post will take place shortly after the closing date. Please assume that if you have not heard from me within two weeks of this date, that unfortunately on this occasion your application has not been successful.

The South Nottingham Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely



Di Maxwell (Mrs)

HR Leader

Job Description

Job Title:	Teacher of English (Permanent, full time)
Job Purpose:	• 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 school's responsibility to provide and monitor opportunities for personal and academic growth.
Salary:	MPR/UPR
Accountable to:	Head of Department
Accountable for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies, teaching/support staff LEA representatives external agencies and parents.

Job Description

GENERAL RESPONSIBILITIES AND KEY TASKS AS SHOWN BELOW: MAIN (CORE) DUTIES

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 development plan and its implementation. - To plan and prepare courses and lessons. - To contribute to the whole school's planning activities.
Curriculum Provision:	To assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school'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 school's Mission and Strategic Objectives.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	- To take part in the school'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 Performance Management Review 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 school.
Quality Assurance	- To help to implement school 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 school 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 school.

Job Description

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:	- To communicate effectively with the parents of students as appropriate. - Where appropriate, to communicate and co-operate with persons or bodies outside the school. - To follow agreed policies for communications in the school.
Marketing and Liaison:	- To take part in marketing and liaison activities such as Open Evenings 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 School, 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 school's Pastoral System. - To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school 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 school concerned with the welfare of individual students, after consultation with the appropriate staff - To contribute to PSHCE and citizenship and enterprise according to school policy - To apply the Behaviour management systems so that effective learning can take place.

Job Description

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, Numeracy and school subject specialism(s) 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.
- To maintain discipline in accordance with the school'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 school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Departmental Information

English Department

The English Department is a successful department within a very successful school. We are proud of our positive outlook, our willingness to embrace change and take risks in order to promote the success of students across all ages and abilities. Our vision is that students will enjoy English and will see its relevance to their lives, their future and to the world around them.



Academic Achievement

The department has a record of good results.

In GCSE English Language in 2017, 76.5% of candidates gained Grades 9-5 and in GCSE English Literature this figure was 80.1%.

At AS level in English Language there was a pass rate of 100% with 90.9% gaining A-C grades; in English Literature there was a pass rate of 95.8% with 87.5% gaining Grades A-C.

At A level in English Language there was a pass rate of 100% with 77.7% gaining A*-C grades; in English Literature there was a pass rate of 100% with 100% gaining Grades A*-C.

The Curriculum

Students are taught in sets from November of Year 7 until Year 11. To balance workload and to promote professional development, efforts are made to ensure that all members of the department teach across the ability range and across all the Key Stages.

At GCSE, we follow the AQA courses in English Language and English. At A-level, we follow the Edexcel course in English Literature and the AQA course in

English Language. Both are popular subjects.

The School is fully committed to supporting the continuous improvements and development of all of our learners in English and has recently increased curriculum provision time by one additional hour in Year 9 and Key Stage 4.

Departmental Ethos and Staffing

The English department consists of eight experienced full time and three part-time members of staff who are all subject specialists. We aim to work collaboratively and the work of each year group is supported by a scheme of learning that is regularly updated by all members of the department. Our schemes of learning follow the National Curriculum and the National Literacy Strategy and there is an emphasis on active learning within the scheme of learning. Although it is expected that all pupils receive a common core experience, individuality is also encouraged as you try out ideas to support your and the pupils' development.



Departmental Resources

The use of ICT is encouraged as a vehicle for learning and in addition to Smartboards in all classrooms. The English department is equipped with four laptop trolleys.

The department also offers extracurricular opportunities with popular lunchtime English clubs and is very successful in local and national public speaking and debating competitions.

Information for Applicants

The Becket School, is a Roman Catholic Voluntary Academy (part of the pioneering South Nottingham Catholic Academy Trust) serving parts of the City of Nottingham, the part of Nottinghamshire south of the Trent, and the conurbations of Beeston, Stapleford and Chilwell. The Becket has 5 attached feeder schools, whose students currently represent about two thirds of the annual intake; the remaining third is made up of students from more than 20 other primary schools. In September 2009 the school relocated to new purpose built premises.

We are a very high achieving school, with very strong GCSE results at A*-C and the highest Ebacc score in the county. At A-Level, we have had the highest average points score per student in the county for the last 5 years and each year appear in The Times newspaper's list of the top 200 schools in the country. Each year high numbers of students go on to study at Oxbridge, Russell Group universities and at Medicine and Law Schools.

We have very high expectations in terms of attendance, behaviour and uniform and as a result, our students are extremely well behaved, polite and keen to succeed. We are very proud of them all. In May 2014 The Trust's bid for teaching school status was approved, leading to the formation of 'The Nottingham Catholic Teaching School Alliance'. The Becket School is jointly leading this exciting project with Blessed Robert Widmerpool, one of our linked primary schools. The teaching school has already led to significant opportunities for our staff to develop their classroom practice and leadership skills.

Organisation and Structure:

Academic:

The Year 7 intake is grouped into 6 mixed ability forms. All Year 7 classroom teaching, except for Maths, English and Languages is conducted with these form groups, which continue as social units throughout the 5 years of compulsory secondary schooling. Some setting occurs in Year 8, and this becomes virtually total in Year 9. Ability setting is done on a subject department basis, mostly across half-year sub groups. The aim is to enable the individual student to find an optimum placement in each area of the curriculum, and to maximise opportunity for progress. All Year 10 students have one week of work experience; thereafter, further work experience,

work shadowing and community service opportunities are both encouraged and structured. Our curriculum is enriched by numerous educational visits, themed days and a curriculum week in the summer term. The school is heavily over-subscribed with numbers on roll standing at approximately 1080. The school has a strong Sixth Form with student numbers of 240+ and a very high staying on rate at 16+. Over 20 different subjects are on offer at 'A' level along with General Studies and General Religious Education. The school has well prepared links with industrial management, the professions and Higher Education institutions.

Pastoral:

Concern for the individual needs of students is a feature of the school which is organised to ensure that adequate care can be given to each. The Form Tutor is the central figure in the structure of pastoral care and further support is provided by the Progress Leader and the Leader of Learning. The school has a Chaplaincy Team, led by our inspirational Chaplain, which works closely within the pastoral system and supports students' contributions to Liturgical events. A 'House' system based on 'vertical' linking of form groups operates for a range of activities from fund raising for charities to sport.

Facilities: Our new state of the art facilities include a Sports Hall, Activity Hall, 3 all weather pitches, 6 tennis courts, sports pitches, AV Studio, Drama Studio and ICT Suites.

Activities:

The school has a highly successful foreign exchange and foreign trip programme. For residential experience the school makes full use of the Diocesan Youth Centre at The Briars, Crich, Derbyshire.

The Becket is a Catholic school. Our mission is to work in partnership with parents and carers to provide an outstanding Catholic education for all our young people. This means: inspiring and motivating young people to achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities helping young people to grow in the love and knowledge of Jesus Christ, developing in young people a deep knowledge and understanding of the Catholic faith practising Gospel values, such as forgiveness and helping those in need, within our school community and in society as a whole.

Mission Statement

The Trust's mission is:

- To provide the best education, rooted in the values of the Gospel of Jesus Christ, for our young people so that they will achieve their full potential.
- To ensure that each young person enjoys the same high quality education in terms of resourcing, tuition and care.
- To improve the effectiveness of the Trust by constantly reviewing the activities of each Academy especially in the curriculum.
- To ensure that the funding of each Academy is utilised to the best provision of education, providing value for money.
- To comply with all statutory and canonical requirements.
- To build bridges of hope between the communities in which our constituent academies exist, keeping close links with educational, faith and community partners.

