Park Hall Academy

Part of the Arden Multi Academy Trust



Applicant Information Pack

Suitable for those currently completing their teacher training as well as experienced teachers.

Ofsted Good Provider

Teacher of MFL French/Spanish

Part Time, Permanent (suitable for NQTs)

01 September 2020

Hello

Thank you for your enquiry. Please find enclosed information about the advertised post. We are looking to appoint a dynamic practitioner to join our Park Hall team, to provide additional capacity for the delivery of outstanding teaching, learning, interventions and enrichment activities for our students.

You should have a proven track record in building and sustaining positive relationships with young people and staff and in improving the life chances of these young people through effective classroom delivery.

The successful candidate will be supported with their own professional development and training in order to continually increase their capacity.

The postholder will have excellent interpersonal and organisational skills and be committed to working in partnership with other departments, staff and organisations. They will receive good support and supervision.

We hope that you find the following information helpful and would appreciate you submitting your application electronically to:

Mrs Jayne Darnley, PA to Associate Headteacher

recruitment@parkhall.org

If this is not possible, paper applications should (as should all electronic applications) be received by first post (10.00am) on:

Monday 9 December 2019



Summary Of The Position

Role Description - Overall purpose of the mainscale teacher

- The main aspects of the mainscale teacher role are described in the post role descriptions.

In addition, the post holder will:

- Deliver the Arden Multi Academy Trust's vision and translate into practice the underpinning values and moral purpose of the Trust.
- Understand the status of the Trust and ensure that it develops a productive relationship with the community of schools in North Solihull.
- Be accountable for continuous improvement in the quality of education for children and young people of all abilities.
- Create the environment and manage resources to promote and secure equal opportunities and achievement of all students and staff.
- Be accountable to the relevant Faculty Leader or Head of Department .
- Fulfil the responsibilities outlined in the Trust's generic job description.

Safeguarding

The Arden Multi Academy Trust is committed to safeguarding and promoting the physical and emotional health and well-being of children and young people and expects all those involved with the Trust to share and deliver this commitment.

Accountability

The teacher will be accountable to the Head of Department/ Faculty who is in turn accountable to the Senior Leadership Team.

Performance Management

This will be in line with the Local Authority Policy. The job description will, of course, be subject to amendment after consultation in order to meet the changing needs of the Arden Multi Academy Trust.

Our Senior Leadership Team

Mr M Murphy
Chief Executive Officer of Arden Multi Academy Trust

Mr D Burgess
Executive Headteacher of Arden Multi Academy Trust

Dr T Close
Associate Headteacher of Park Hall Academy

Mr S Gregory
Deputy Headteacher: Behaviour, Safety and Inclusion
Designated Safeguarding Lead

Mr N Halligan
Deputy Headteacher: Curriculum and Data
Special Educational Needs Co-Ordinator

Mr I Cornell
Senior Assistant Headteacher: Head of Sixth Form

Mr D Price
Assistant Headteacher: Attendance/Inclusion

Mr J Roper
Assistant Headteacher: Assessment

Mr J Rowland
Assistant Headteacher: Teaching & Learning

Miss C Bartlett
Director of Social Sciences and Community

Mrs R Churchill
Director of Quality Assurance and Head of PE

Mr D Cox
Lead Head of Year



The Arden Multi Academy Trust

It started with our belief in high quality and dynamic education for everyone, right in the heart of our community. That desire has grown into Arden Multi-Academy Trust (AMAT).

The Trust was formed in April 2015 with a clear vision to generate self-belief, self-worth, esteem and confidence in young people who can then display ambition and aspiration in achieving high educational outcomes.

Arden Multi Academy Trust started life when Arden, an outstandingly successful and innovative school who was asked to support Park Hall Academy in the north of Solihull in 2009. This was a 'light touch' relationship and, following the academy moving into special measures in November 2013, Arden took over the governance, leadership and management of Park Hall. This new relationship saw the creation of Arden Multi-Academy Trust (AMAT). Joint working in a spirit of enthusiastic partnership has seen Park Hall develop into an Academy which is now the first choice North Solihull oversubscribed secondary school. Park Hall moved out of 'Special Measures' in September 2015 and was classified in November 2017 as good by Ofsted. In January 2018 Lode Heath School, a popular secondary school in Solihull, also became part of the Trust, with Henley-in-Arden School joining in 2019.

Arden Academy is now designated as a Teaching School and we also lead the increasingly popular Arden Teaching Alliance which currently consists of five Primary and five Secondary partner schools. This ensures that we help recruit, retain and develop our workforce across both teaching and support staff. The Trust also works closely with the Solihull Academy APU Free School which adds a further dimension to our provision.

As a Trust we truly value the success of every child and we place the sharing of excellent education practice at the core of this value. We are committed to improving the quality of education and life in Solihull and its immediate surroundings. The Trust operates from its hub in Knowle, South Solihull. As a Trust we are committed to maintaining our core principles and focus as we grow; working with schools where we believe we can help and who, in turn, can enrich and provide real benefit for the existing Arden Multi Academy Trust family.

Our academies have common values and core operational systems, which are applied locally, adapted to individual context and needs. By this simple expedient each academy retains its own local governing body, identity and individuality. The young adults who leave our care are prepared for the next stage of their education and are ready and confident to move forward in life.

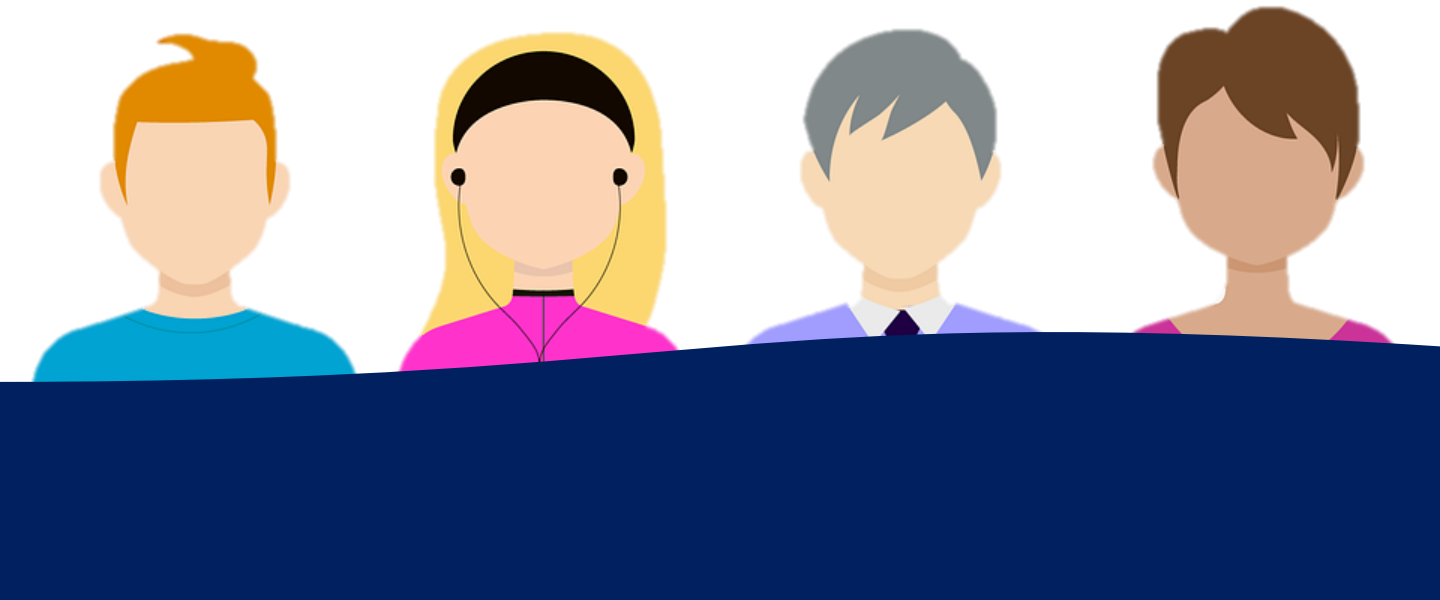
ARDEN
TEACHING SCHOOL ALLIANCE

Looking After Our Staff

We feel it is vital that every member of staff feels valued and supported throughout the school year, from their first day in September right through to the last day of the summer term. We want our staff to feel enabled and motivated to provide high-quality teaching every day for our children. We want our staff to feel assured that they will be supported in times of difficulty, especially from school leaders and governors.

We have 6 core principles, that drive our assessment of decisions relating to the wellbeing of our staff:

- a culture of positivity that all stakeholders contribute to equally
- an environment to energise all members of staff
- leaders who aim to be highly effective, proactive and non-judgemental
- excellent working relationships
- career satisfaction
- healthy lifestyle



What Do We Already Do For Our Staff?

- Our staff have more than 10% PPA time (currently 14% PPA) which is greater than other local schools.
- Our staff do not have to do duties before and after school.
- Our staff have protected planning, preparation and assessment time (PPA), as they are not expected to cover for absent colleagues, we have employed cover supervisors to support us with this.
- Our staff are not expected to respond to emails on Saturdays and Sundays.
- As a school team, we try to give as much notice as possible to any changes to the timetable and the school diary.
- As a senior team and governors, we consider the number of late nights at school for parent meetings, school plays and governor meetings and when they fall. We react on the feedback from staff if they feel we have not achieved the right balance.
- Our staff speak positively to each other. If there is to be any criticism, it is valid, polite, and non-judgemental.
- Our staff have free tea, coffee, milk and sugar in the staff room.
- Our staff typically arrange Christmas and Summer celebrations.
- As a senior team, we have strived to make reporting made simpler and regularly review arrangements.
- After putting pupil data into SIMS, it is placed into SISRA for easy analysis.
- As a senior team and governors, we have heavily invested in a non-teaching pastoral team to ensure that teachers are fully focused on improving pupil's rates of progress.
- Our staff have free use of the fitness suite.
- Our staff have access to yearly flu jabs, to support their health during the winter months.
- As a team, we support our colleagues in those initial tricky meetings with parents or challenging children.
- Our senior team pride themselves on being "visible" throughout the day. They support their team.
- Our staff have organised a range of staff sports, which many participate in.
- As a senior team, we have developed a centralised detention system, which supports our staff to implement the highest standards in behaviour. We have reduced the administration around this too, by collecting the detention slips and processing them centrally.
- As a senior team and governors, we have developed the use of a behaviour for learning room and "buddy rooms" to support all staff with expecting the best behaviour for our pupils.
- As a senior team and governors, we have disaggregated inset days, which maximises our time for school priorities throughout the year.
- As a senior team and governors, we hold weekly subject solutions, that supports our middle leaders in maximising pupil outcomes.
- As a senior team and governors, we have introduced late to lesson bells, to support our staff in implementing our behaviour policy

Our New Staff Training Programme

We pride ourselves on providing a comprehensive training programme for all new staff, which is in additional to the weekly staff CPD sessions.

During the first term, we typically provide the following additional training:

- Understanding Park Hall's standard operating procedures
- How to make an effective start to your lesson
- Understanding how to use the pastoral team to support you in the classroom
- Enhanced understanding of Safeguarding
- Enhanced understanding of the Prevent Strategy
- Developing your behaviour strategies in the classroom
- Understanding how to support pupils with special educational needs
- How to plan lesson plan for behaviour
- How you can mark effectively
- Understanding our rewards system
- Developing your understanding of our Sixth Form
- What makes an effective lesson?
- What makes effective assessment?
- How to input your data into the school mark sheets
- Understanding how pupils can response to feedback effectively
- Preparing for your first Parents Evening
- Understanding our community (including a mini bus tour)
- Understanding how to develop numeracy in your subject
- Understanding how to develop the more able in your subject
- New Staff Teachmeet

If you are new to teaching at Post 16, we have developed a package of additional support and training across our multi academy trust, to ensure you have the support you need to feel confident in your delivery and assessment of the pupils.



Our Curriculum Principles

Our aim is to encourage students to achieve the highest standards of which they are capable. We make every effort to ensure that work is stimulating, enjoyable and matched to their individual needs, so that all students fully engage in the learning process.

We have designed our curriculum to embrace the following five curriculum principles to ensure that pupils:

Become Subject Experts

Through the development of knowledge and skills, allowing them to develop subject mastery, through a spiral learning curriculum, leading to strong grades.

Maintain and build a "Love for Learning"

Through the delivery of the very best planned and delivered lessons, which are designed to help pupils of all abilities, make the journey primary school into early adulthood.

Have an enriched "Park Hall" experience

Through the delivery of subject linked enrichment, which build resilience and respect, developing pupil's understanding of British Values.



Become a broad and balanced citizen

Through the delivery of a broad and balanced curriculum, equipping pupils to become a broad and balanced citizen, who contributes to society in a positive way.

Be prepared for their future

Through developing employability and life skills, that allow students to maximise their potential, and prepare them for the next stage of their education, career and for their future life.

Our Curriculum

The curriculum at Park Hall Academy aims to provide all students with a rich and broad curriculum that engages them and prepares them for their life and employment. It has been planned carefully with due regard to the context of the Academy as well as national legal requirements and financial probity.

At Park Hall Academy, we pride ourselves on the breadth and choice in our curriculum. We believe that, as our students move through the school, they need to study courses that stimulate their interest, support their future aspirations and give them strong foundations for their future education and career choices. This commitment to a wide range of courses, coupled with high quality teaching and learning within each course, supports student achievement and thus the best possible results.

We are delighted that this commitment to matching flexible curriculum courses to student need has been recognised by Ofsted. We also strive to ensure that each child can maximise their Progress 8 score by undertaking a broad and balanced curriculum.

Subjects	Park Hall Academy 2019-2020						
	Key Stage 3			Key Stage 4		Key Stage 5	
	7	8	9	10	11	12	13
Art and design	✓	✓	✓	Optional	Optional	Optional	Optional
Design and technology	✓	✓	✓	Optional	Optional	Optional	Optional
English	✓	✓	✓	✓	✓	Optional	Optional
Enterprise (ICT, Business and Computer Science)	✓	✓	✓	Optional	Optional	Optional	Optional
Food Technology	✓	✓	✓	Optional	Optional	Optional	Optional
Geography	✓	✓	✓	Optional	Optional	Optional	Optional
History	✓	✓	✓	Optional	Optional	Optional	Optional
Languages	✓	✓	✓	Optional	Optional	Optional	Optional
Maths	✓	✓	✓	✓	✓	Optional	Optional
Media Studies	-	-	-	Optional	Optional	Optional	Optional
Performing Arts (Dance, Drama and Music)	✓	✓	✓	Optional	Optional	Optional	Optional
Physical education	✓	✓	✓	✓	✓	Optional	Optional
RE	✓	✓	✓	✓	✓	Optional	Optional
Science	✓	✓	✓	✓	✓	Optional	Optional
Social Education (Citizenship and PSHE)	✓	✓	✓	✓	✓	✓	✓
Social Sciences	-	-	-	Optional	Optional	Optional	Optional

Our Curriculum Outcomes

Our pupils achieved very well in 2019, achieving progress that is “above average” considering their individual starting points. We are committed to doing the very best for our pupils, which resulted in us having one of the lowest rates of exclusions in Solihull Local Authority 2018-2019.

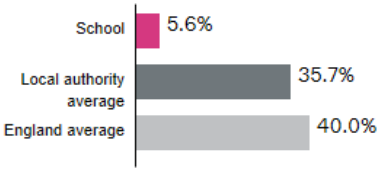
Here is a summary of our provisional 2019 curriculum outcomes from the Department for Education.

Progress 8 score

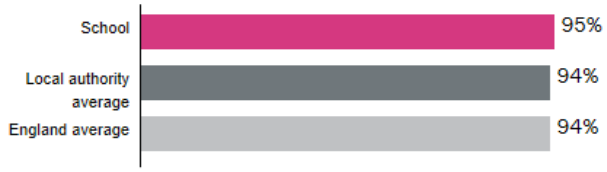
Above average	0.23

More score details

Entering EBacc



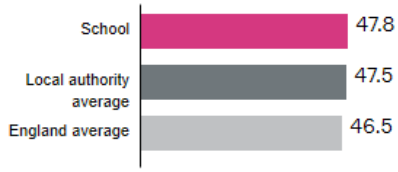
Staying in education or entering employment



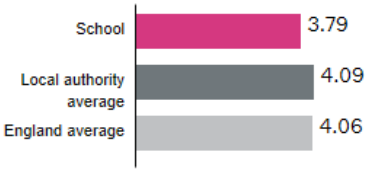
Grade 5 or above in English & maths GCSEs



Attainment 8 score



EBacc average point score



Job Description

Job Title	Part Time Teacher of MFL French/Spanish
Reporting Arrangements	Report to the Head of Faculty/Department

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 Arden Multi Academy Trust's responsibility to provide and monitor opportunities for personal and academic growth. • To continually meet and/or exceed the appropriate Teachers' Standards, be they core standards or post threshold, according to individuals pay arrangements.

Principal responsibility
• The provision of a full learning experience and support for students. • Liaison with Headteacher/Deputy Headteachers, teaching/support staff, LA representatives, external agencies and parents/carers.

Main (Core) Duties

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the curriculum area/department.
- To contribute to the curriculum area/department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole Partnership's planning activities.

Curriculum Provision

- To assist the Senior Leadership Team, to ensure that the curriculum area provides a range of teaching which complements the Partnership's strategic objectives.

Job Description

Curriculum Development

- To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the Arden Multi Academy Trust's Strategic Objectives.

Staffing

- To take part in the Arden Multi Academy Trust'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 Arden Multi Academy Trust.

Quality Assurance

- To help to implement Arden Multi Academy Trust quality procedures and to adhere to these.
- 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

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Arden Multi Academy Trust.
- To follow agreed policies for communications in the academy.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner academies.
- To contribute to the development of effective subject links with external agencies

Job Description

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Subject Leader/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 Group as a whole.
- To liaise with the Pastoral and Year 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 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/carers 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 the pastoral curriculum.
- To apply the Behaviour Management systems so that effective learning can take place.

Teaching

- To promote and meet the requirements of the Teachers' Standards, including:
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy 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 academy 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.

Job Description

- 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 academy's procedures, and to encourage good practice about 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.

Other Specific Duties

- To play a full part in the life of the Arden Multi Academy Trust community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the Arden Multi Academy Trust in meeting its legal requirements for worship.
- To promote actively the Arden Multi Academy Trust's corporate policies.
- To continue personal professional development as agreed.
- To comply with the academy'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.

Additional Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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.

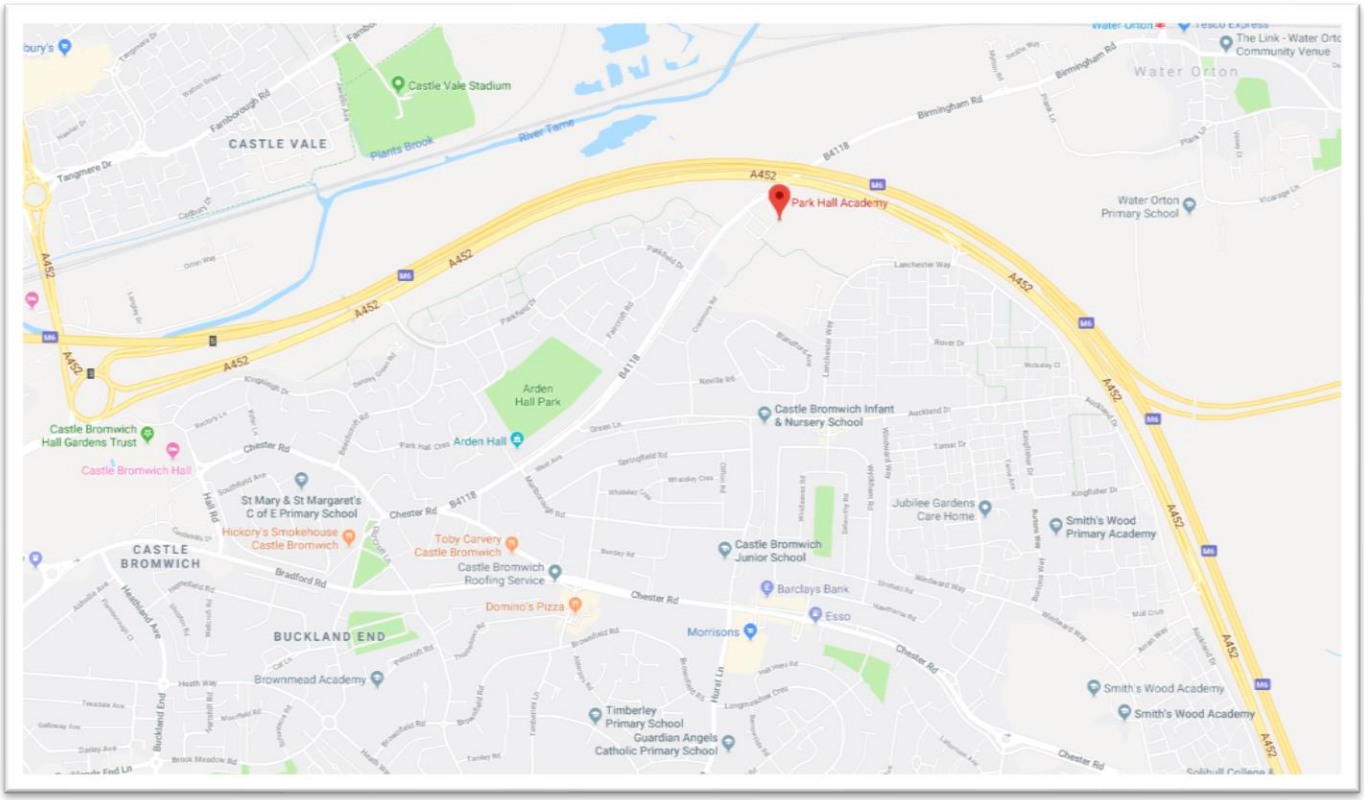
The Arden Multi Academy Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Criteria	Essential	Desirable
Qualifications	An honours degree (or equivalent) in a subject or discipline relevant to the post.	✓	
	Qualified Teacher Status. (QTS)	✓	
	Evidence of further professional studies/research.		✓
Experience	Proven success in delivering KS3 and KS4 curriculum.	✓	
	Proven success in delivering KS5 curriculum.		✓
Knowledge	Strong understanding of the content related to the curriculum area.	✓	
	Strong understanding of statutory educational frameworks, including Safeguarding and the SEN Code of Practice.	✓	
	A proven knowledge of the changing national education agenda.		✓
Leadership & Management	Strong, effective classroom management skills.	✓	
	Ability to support all policies throughout the area, to impact beneficially on staff and students.	✓	
	Ability to meet deadlines effectively.	✓	
	A willingness to develop and support new initiatives.	✓	
	Ability to inspire and motivate staff and students and retain the trust of parents.	✓	
Analytical Skills	Ability to use data and strategic information to raise student achievement.	✓	
Personal Qualities	Excellent communication skills, both oral and written.	✓	
	Outstanding emotional intelligence.	✓	
	Ability to learn from students, parents, governors and other partners.	✓	
	Readiness to show sensitivity and flexibility to suit the circumstances.	✓	
	Resilience and stamina when faced with complex and demanding situations.	✓	
	Have a clear view of appropriate personal work/life balance.	✓	
	Willingness to do extra-curricular activities.		✓

Where Can You Find Us?



Directions from the M6 north bound:

At junction 5 on the M6, take the A452 exit to Birmingham (E)/Sutton Coldfield. At the roundabout, take the 1st exit onto A452. Turn right onto Parkfield Drive. Turn left onto Water Orton Rd/B4118. Turn right. Park Hall Academy will be on the right, with blue gates.

Details for your sat nav:

Park Hall Academy,
Water Orton Road,
Birmingham,
B36 9HF