



Queensbury Academy

Co-operation • Aspiration • Respect • Endeavour

Queensbury Academy

Application Pack
Literacy Lead



Co-operation | Aspiration | Respect | Endeavor

anthem

Dear Applicant,

Thank you for your interest in this role with Anthem Schools Trust at Queensbury Academy.

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. The trust serves over 8,000 children and young people across its three regions, we are a values-driven organisation with a commitment to integrity, collaboration, and excellence.

Queensbury Academy is the school of choice in Dunstable as it has been oversubscribed for the past four years. It has a growing Sixth Form which has expanded by 25% in the past year thanks to the quality of teaching and the range of courses on offer. There is a real family spirit at Queensbury which is summed up by the academy's CARE values - Cooperation, Aspiration, Respect and Endeavour. Students and staff feel they are recognised for what they do and that they can grow into being better people.

This is an exciting time to be joining the academy and the successful candidate will share a commitment to the school's and Anthem's values, being able to demonstrate the leadership skills required for rapid school improvement, including a relentless drive for educational excellence for all pupils.

Anthem is at an exciting point in its development as a Trust, not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth. The successful candidate will benefit from support and challenge from Anthem's Executive Team and Trustees, as well as the school's Local Governing Body. We provide high-quality training and coaching, alongside induction support and mentoring for those new to post.

More information about this exciting opportunity can be found in the job description and person specification within this recruitment pack. If you feel you have the proven track record, ambition and commitment for this pivotal role, we want to hear from you. If you would like to further discuss the role, please email vspalding@queensbury.anthemtrust.uk to arrange a conversation. You can find information regarding how to apply within this pack.

Yours sincerely,



Helen Palmer
Headteacher

Closing date: **29th May 2023** and interviews to be held on **30th May**

Literacy Lead
ASAP
Full time
TLR 2

Queensbury Academy is a consistently oversubscribed, OFSTED rated 'good' comprehensive school situated at the foot of Dunstable Downs in South Bedfordshire. It is part of the successful Anthem Trust which offers incredible support for every professional that works within it.

We are seeking to appoint a dynamic and enthusiastic individual to be Literacy Lead in English. We are looking for someone who loves working with children and is aligned with our CARE values – Cooperation, Respect, Aspiration and Endeavour.

As an Academy we offer all staff a:

- climate for teaching and learning which is calm and engaging.
- CPD and collaborative practice that is full of innovation.
- focus on staff wellbeing that ensures you enjoy your job and being part of a team.
- amazing students that will make you proud to be part of the Queensbury family.
- We offer excellent CPD and leadership opportunities.

An application information pack can be found on the website: www.queensburyacademy.com or contact Mrs Jenny Galligan, PA / Office Manager at the Academy on 01582 601241 or at jgalligan@queensbury.anthemtrust.uk

Closing date 29th May 2023 and interviews to be held- 30th May 2023
The school reserve the right to appoint before the application deadline.

***The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).
CVs will not be accepted for any posts***



Literacy Lead– Job Description

Post title:	Literacy Lead
Salary:	TLR 2
Liaising with:	Headteacher, Academy Leadership Team, Heads of Subject, Pastoral Team, relevant staff with cross-Academy responsibilities, relevant support staff, parents and Governors and other stakeholders.
Responsible for:	The provision of a full learning experience and support for students. To support the head of department in delivering the department plan to raise standards.
Purpose	<ul style="list-style-type: none"> • To lead, manage and develop whole academy reading and literacy. • To provide clear organisational support and management of the whole academy area of focus. • To support middle leaders as they implement and deliver an appropriately aspirational curriculum, ensuring subject areas promote accuracy and fluency in literacy and a love of reading. • To support the SLT link with responsibility for literacy and reading as they plan and prepare high quality teaching and learning professional development in these areas. • To support the development of a range of appropriate strategies for promoting reading and literacy in the classroom. • To use data gathered from evaluation, review, and assessment to inform future planning. • To ensure that the marking for literacy policy is fit for purpose and lead on quality assuring the application of this policy within marking and feedback. • To take responsibility for the overall progress and development of all learners' reading and spelling ages across the academy. • To lead on the use of data to inform literacy intervention programmes. • To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth through enrichment activities linked to literacy and reading. • To develop and promote student's cultural literacy through enrichment and aspiration activities.
Operational/Strategic Planning	<ul style="list-style-type: none"> • To work with the SLT link to support the development and promotion of whole academy reading and literacy. • To contribute to the literacy improvement plan and its implementation. • To plan, direct and, where appropriate, lead training across the academy to promote and develop literacy and a love of reading.
Curriculum Provision	<ul style="list-style-type: none"> • To assist the Head of Faculty, the Deputy Headteacher for Teaching and Learning, to ensure that the curriculum area provides arange of teaching which complements the academy's strategic objectives.



Curriculum Development	<ul style="list-style-type: none"> • To work with the SLT link for literacy to ensure that curriculum areas provide a range of reading opportunities and promote literacy. • To support the process of curriculum development and change to ensure the continued relevance to this whole academy priority. • To help to maintain academy quality procedures and to adhere to those relevant to reading and literacy. • To take part, as may be required, in the review, development and management of activities relating to reading and literacy. • To ensure the tracking of student progress and use the use of data information to inform teaching and learning across the academy. • To maintain appropriate records and to provide relevant accurate and up-to-date information for tracking of student's reading and spelling ages. • To lead on the use of data to inform literacy intervention programmes. • To support transition and curriculum development through primary liaison and links with further education. • To identify resource needs and to contribute to the efficient/effective use of resources related to reading and literacy.
Staffing Staff development Recruitment/Deployment of staff	<ul style="list-style-type: none"> • 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 Personal 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 academy.
Quality Assurance:	<ul style="list-style-type: none"> • To help implement academy quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of literacy in line with agreed academy procedures. • To review from time-to-time methods of teaching and programmes of study and change when appropriate. • 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. • To communicate effectively with the parents of students as appropriate



Management Information:	<ul style="list-style-type: none"> . To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc. . To complete the relevant documentation to assist in the tracking of students. . To track students progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> . 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 communication in the academy.
Marketing and Liaison:	<ul style="list-style-type: none"> . To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools/academies. . To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> . 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	<ul style="list-style-type: none"> . 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 alert the appropriate staff 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 PSHE and citizenship and enterprise according to academy policy. . To apply the Behaviour management systems so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> . 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. . To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
	<ul style="list-style-type: none"> . 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. . To ensure a safe working environment.



<p>Academy Ethos</p>	<ul style="list-style-type: none"> . Undertake whole Academy duties as outlined in responsibilities agreed each year. . Monitor and support the overall progress and development of students in faculty. . To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term. . To promote equal opportunities and celebrate diversity in all aspects of the Academy. . To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. . To promote actively the Academy's corporate policies. . To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. . To show a record of excellent attendance and punctuality. . To promote equal opportunities and celebrate diversity in all aspects of the Academy. . To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
<p>Working time:</p>	<p>195 days per year. Full time. Enhanced DBS</p>
<p>Disclosure level:</p>	<p>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.</p> <p>The Academy 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.</p> <p>Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p> <p>Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.</p> <p>It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Governors. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>



Person Specification

Knowledge and Experience: Essential	Desirable
<ul style="list-style-type: none"> · Graduate (with a good degree). · Qualified Teacher. · Good Practitioner. · Good Subject Knowledge. · Understand the use of assessment in improving performance. · Ability to use data for pupil performance. · Understanding of performance difference between boys, girls and specific groups. · A commitment to equality principles and practices. 	<ul style="list-style-type: none"> · Further qualification. · Experience of working in an 11-18 school. · Teaching to Advanced level. (post 16)
Skills and Abilities: Essential	Desirable
<ul style="list-style-type: none"> · Good Communication Skills. · Interest in Student Welfare. · Good Time Management, Ability to Prioritise. 	<ul style="list-style-type: none"> · Ability to liaise with external agencies. · Form Tutor experience.
Personal Qualities: Essential	Desirable
<ul style="list-style-type: none"> · Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. · Willingness to work hard. · Enthusiastic and exceptional teacher, with a proven track record of excellent results in public examinations. · Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. · Awareness of and commitment to equal opportunities and valuing diversity. · To command and demand respect from the school community. · A commitment to "personalising learning" for all students in the Academy. · Creativity and enthusiasm to promote a positive school image to the local and national community. · Team Player. · Sense of humour. · Passion for the subject. 	<ul style="list-style-type: none"> · Ability to raise the profile of the English Department. · Using initiative.

