

# INFORMATION FOR APPLICANTS

Teacher of English  
Second in Curriculum  
MPS/UPS + TLR2B (£4,403)





Dear Candidate

Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were yet again improved demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in January 2017 Ofsted stated “The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils.....The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school.”

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children’s outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Executive Principal**

## INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

We are seeking to appoint an enthusiastic and ambitious second in English, who will contribute to shaping an outstanding future for All Saints Academy with ability to teach to A Level. Our English team is very collaborative and highly successful.

We are offering this role as Second in Curriculum for English as we wish to attract a colleague with appropriate experience, passion and drive. You will work collaboratively under the Head of English and as a result we expect the successful candidate to make a real difference to the life chances of the students we serve and support us on our journey to outstanding.

We are looking for a Second in English who will help raise expectations and help students to fully appreciate their experience in the teaching of English.

Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

## INFORMATION ABOUT THE ENGLISH CURRICULUM AREA

We have a team of six specialist teachers all of whom are dedicated to improving student outcomes. Our Team works hard and each colleague knows that this is essential to get us to where we need to be. Two of the Team hold responsibilities as Head of English and Head of year 7.

We have a suite of six classrooms for English, together with a staff workroom and office for the Head of English.

## **ACADEMY FACILITIES**

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room with outside area
- Separate Departmental staff workrooms
- Academy Services Office

# JOB DESCRIPTION

## Second in Curriculum Area – English



### **Responsible to:**

Head of English

### **Core purpose:**

To contribute to the leadership, strategic direction and management of English within the CA in order to secure high quality learning and teaching and improved achievement and attainment.

### **Job description:**

The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions' document. It will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility.

### **General teaching duties:**

To plan effective courses and prepare good lessons by:

- developing Schemes of Work and planning lessons to implement the Academy learning and teaching policy
- matching the design of lessons to the ability of students
- taking account of the need for progression in students' learning experience.

To teach and manage students' learning by:

- ensuring effective teaching of whole class groups or individuals
- establishing a purposeful and safe learning environment conducive to learning and identify opportunities for learning in out-of-school contexts
- setting high expectations of students' behaviour, through good classroom discipline, adherence to Academy climate for learning policy, focused teaching and productive relationships
- setting homework as an integral part of students' learning
- using teaching methods which take account of different learning styles
- use skills in literacy, numeracy and ICT to support teaching and wider professional activities.

To ensure students progress and that they meet or exceed their targets by:

- having high expectations of students, based on a sound knowledge of their prior and potential attainment
- marking and assessing in line with Academy policy
- recording marks efficiently and reporting to parents/carers in line with Academy policy
- being clear about the level at which a student is working
- giving clear and constructive feedback to students on how to move on to the next grade or level.

To manage one's own performance and enhance the working atmosphere and ethos in the Academy by:

- applying Academy policies and practices consistently
- working as a team member, identifying opportunities for working with colleagues and sharing development of effective practice
- setting an example to students in work ethic, conduct, dress, punctuality and attendance
- taking responsibility for one's own professional development, setting objectives for improvement and keeping up to date in subject expertise and teaching skills
- maintaining effective working relationships with teaching and support staff.

To be a form tutor to a group of students by:

- keeping an accurate register of attendance
- mentoring them according to the planned Academy programme
- delivering the tutorial programme
- monitoring their progress across subjects and liaising with Achievement Leaders as appropriate
- playing an important role in the behaviour management of tutees
- responding to requests from the Achievement Leaders.

To support the wider life of the Academy community and its individuals.

To meet the admin requirements of a teacher by:

- working to published timescales for reports, publications and events
- carrying out procedures to satisfy Academy policy and practice
- carrying out weekly duties.

### **Strategic direction and development of the curriculum area**

- Lead the curriculum area in ensuring that ethos, specialisms, numeracy and literacy are an integral part of the learning within each of the subject areas.

- Support the implementation, monitoring and review of curriculum area policies and practices which reflect the Academy's commitment to high standards, high expectations, high achievement and to effective learning and teaching.
- Lead a part of the curriculum area improvement plan through the 'plan, do, review' cycle.
- Contribute to the creation of curriculum area development plans in line with Academy policy and improvement plans.
- Ensure that the curriculum area contributes positively to a forward thinking learning community.
- Contribute to the internal review structure.
- Support the CL in their role and deputise for them.
- Together with CL in CA agree specific additional roles and responsibilities as required.

### **Learning and teaching**

- Support the Curriculum Leader in securing effective teaching in line with Academy policy.
- Co-ordinate consistent approaches to assessment for learning and use of data across the curriculum area.
- Support the implementation of lesson planning policies.
- Contribute to generation of a positive, memorable learning environment across the curriculum area.
- Participate in curriculum area policy for behaviour management.

### **Leading and managing staff**

- Ensure that there are high standards of organisation and management.
- Conduct performance review for members of the curriculum area in line with Academy policy.
- Take responsibility for appropriate delegated tasks.
- Promote and support Academy events and extracurricular activities among students.

### **Deployment of staff and resources**

- Support new staff in the CA and staff identified by CL, LT and AL.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

.....	.....	
<b>Post holder</b>	<b>Date</b>	
.....	.....	.....
<b>Line Manager</b>	<b>Date</b>	<b>Position</b>

**Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

# PERSON SPECIFICATION

## Second in Curriculum - English



	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• University graduate</li> <li>• Postgraduate teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development, eg attendance at relevant INSET</li> </ul>
<b>Teaching Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of successful teaching experience across the whole age and ability range in the secondary sector</li> <li>• Teaching Experience in key stages 3 and 4 (or equivalent)</li> <li>• Established as an effective teacher across the age and ability range</li> <li>• Evidence of consistently good teaching and learning</li> <li>• The ability to use ICT effectively to engage students</li> <li>• Good understanding of curriculum issues, policies and practice</li> <li>• Able to engage with and command respect in working with colleagues at all levels</li> <li>• Clear understanding of the 14-19 agenda</li> <li>• An understanding of how to use assessment to inform planning for good teaching and learning</li> <li>• The ability to differentiate materials to meet the needs</li> </ul>	<ul style="list-style-type: none"> <li>• Successful teaching experience in an urban school</li> <li>• Teaching experience in key stage 5 (or equivalent)</li> <li>• Evidence of outstanding teaching and learning</li> <li>• Involvement in leading curriculum development, planning and evaluation</li> <li>• Successful experience of role in wider school community (eg assemblies, presenting to parents)</li> <li>• Experience of being a form tutor</li> <li>• The ability to offer an extra-curricular activity</li> <li>• Willingness to work with parents and the wider community</li> </ul>

	<p>of learners</p> <ul style="list-style-type: none"> <li>• Evidence of pastoral experience</li> <li>• An interest in the wider curriculum</li> </ul>	
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Evidence of good classroom management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of middle management</li> <li>• Experience of working with middle management and senior leadership</li> <li>• Successful and significant experience of leading a team of teachers and/or other staff</li> </ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Have a working knowledge of models and theories of learning and how these can be applied in the Academy's learning areas</li> <li>• An understanding of how student performance data can be managed in order to bring about improvement in standards</li> <li>• The ability to monitor and evaluate performance with a view to identifying the need for change and the ability to plan strategically and analytically to bring it about</li> <li>• The ability to work closely with fellow professionals in bringing about improvement</li> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong commitment to comprehensive education</li> <li>• Excellent communication skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• The proven ability to work in teams and partnerships with staff and students alike</li> <li>• The ability to operate effectively both as a team leader and team member</li> <li>• Have high expectations of themselves and others within the Academy community</li> <li>• The ability to inspire the trust and confidence of staff, students and parents</li> <li>• Be pro-active to innovate</li> <li>• A willingness to learn and develop new skills</li> <li>• A desire to make a difference to the lives of young people</li> <li>• A proven commitment to develop own professional learning</li> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> <li>• An excellent attendance record</li> <li>• Vision, energy and resilience, and a sense of humour</li> <li>• The ability to remain calm under pressure</li> <li>• The ability to prioritise</li> <li>• The ambition to continue to progress in your career</li> </ul>	
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**TIMELINE FOR RECRUITMENT PROCESS**

**Advertisement placed**

**Closing date for applications**

**Interviews**

**Start Date**

Easter 2019 or sooner

## **ARRANGING A VISIT TO THE ACADEMY**

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Tammy Jones, HR Assistant (01582 619700) to make an appointment.

## **HOW TO APPLY**

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to [jobs@allsaintsacademydunstable.org](mailto:jobs@allsaintsacademydunstable.org) or by post to

Tammy Jones  
HR Assistant  
All Saints Academy  
Dunstable  
Beds LU5 5AB

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.