

# **The Deanery CE Academy Recruitment Pack**



## **Second in English September 2023**

**The Deanery CE Academy**

Peglars Way, Wichelstowe, Swindon. Wiltshire. SN1 7DA

Telephone: 01793 23 66 11 | Website: [www.dcea.org.uk](http://www.dcea.org.uk) | Email: [admin@dcea.org.uk](mailto:admin@dcea.org.uk)

The Deanery CE Academy  
Peglars Way  
Wichelstowe  
Swindon  
SN1 7DA

Tel 01793 23 66 11

May 2023

Dear Colleague,

**Post: Second in English (MPS/UPS plus TLR)**

Thank you for your interest in this post at The Deanery CE Academy.

This is an exciting and unique opportunity to join a free school on its journey, as we enter into our fifth year.

High standards are central to our vision, whether in student behaviour, quality of teaching, aspiration or achievement. We will broaden our students' horizons and help them find and develop their individual talent through a rich variety of cultural experiences and an exciting and challenging enrichment programme. Above all, The Deanery CE Academy will show our students and their families that we care, and that we believe that every student in our school has the right to leave with the skills, qualifications and values to become confident, successful and positive contributors to a future they will have the power and responsibility to shape.

The cornerstones of our vision are:

- To explore, develop and deepen the engagement of students with their own personal faith in order that they may have life in all its fullness;
- To inspire a life-long love of learning, independent thought and the courage to think and act differently;
- For each student to receive a truly personalised learning experience, enabling them to achieve their highest academic potential, and to have the confidence to follow their aspirations;

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- To develop a strong sense of responsibility to the community and to improve the quality of the local environment for its residents;
- To provide excellent pastoral care, by supporting every student in their learning with skilled mentoring to develop the best understanding of students' strengths passions and purpose.

Our Christian ethos is at the centre of our distinctiveness and success. We believe that daily worship helps us get our priorities right; weekly tutor worship is compulsory and to begin with staff lead this; weekly assemblies tend to be traditional with singing and prayers. The role of the tutor will be key, and teachers are expected to be tutors and contribute to the 'family' atmosphere of the academy.

This is an amazing time to join the academy and be part of the most privileged and exciting journey. If you are looking for a blend of established good practice, a supportive environment, effective team-building opportunities and interesting new challenges then please do consider applying. This will prove to be an ideal post for a proactive, intelligent, hardworking team player with a passion to ensure that education of the highest standard can help all students become fully alive and flourish as individuals. The role will provide plenty of opportunities for personal development and responsibility and could be an ideal step towards further leadership opportunities.

The closing date for receipt of application forms is as advertised. When providing details of your referees you must include their e-mail address – we usually call for references to aid our shortlisting process, so please make sure they are aware of this. We will be reviewing all applications as they are received so please don't delay in sending your applications to us.

We will inform you in good time if you have been selected for interview. If you have not heard from us 2 weeks after the closing date, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we have received for our posts we are unable to provide feedback on unsuccessful applications.

I would like to thank you for your interest in this post and we look forward to receiving your application.

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## **Second in English - Full Time**

We seek to appoint an outstanding practitioner to join our English Faculty.

The English Faculty is a hardworking and ambitious team who are committed to continuing to achieving the very best outcomes for our students. All staff have the opportunity to develop through opportunities to lead projects and through CPD.

The successful candidate will be able to demonstrate:

- Excellent classroom teaching skills that stretch students of all abilities.
- The ability to teach English Language and Literature up to Key Stage 4.
- Obvious enthusiasm for the subject and the ability to pass this on to the students.
- Excellent subject knowledge.
- A high degree of organisation.
- The ability to develop effective working relationships with students.
- The ability to command the respect of staff and students alike.
- The ability to work as a supportive team member.
- Experience of using ICT skills to aid the delivery of the curriculum.
- A willingness to share best practice and learn from others.
- A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of the students.

This is an exciting time to be joining The Deanery CE Academy; we opened in September 2019 and are now preparing to enter into our fifth year. Alongside Kingfisher CE Academy, we form the Wichelstowe Trinity Learning Campus which as it continues to grow and expand will eventually provide a through education for pupils from nursery to Year 1, with amazing students, supportive parents and an excellent staff.

We welcome visits to the academy and if you would like to arrange a tour please contact our Campus Co-ordinator, Michelle Bishop at [admin@dcea.org.uk](mailto:admin@dcea.org.uk) to arrange a suitable time and date.

This Deanery CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be expected to undertake an enhanced Criminal Disclosure.

We welcome applicants regardless of age, gender, ethnicity or religion.

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## **Deanery CE Academy - Teacher Main Pay Range Job Description**

*This academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the Academy's ethos, policies and practices, under the direction of the Headteacher.

### **1. Teaching**

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the Academy's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere.
- Participate in arrangements for preparing pupils for external examinations.
- To lead in supporting the development of staff expertise in the teaching and assessment of Literacy through the Continuing Professional Development programme and other forums, including bespoke support for departments.
- To work alongside the school's SENCO in developing Literacy intervention for which significantly improves learning outcomes for targeted students.
- To support students' development of Literacy through working with parents, providing information evenings, workshops and updating information on the academy's website.

### **2. Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures in such a way as to support the Academy's values and vision.
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).
- Ensure all students make at least expected progress in English, whatever their starting point.

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- Ensure that there is a shared understanding of what constitutes outstanding teaching and learning in the Department.
- Strive continually to improve the quality of teaching and learning in the department.
- Alongside the Head of Faculty, to lead the design and implementation of the English curriculum.
- Design and implement, alongside the Head of Faculty, assessment frameworks which generate accurate data to inform intervention.
- Be a role model of outstanding teaching in the Faculty.
- Observe, mentor and provide guidance to teachers in the Faculty.
- Be a role model of outstanding leadership by taking the initiative, demonstrating a growth mind-set and by adopting a rigorous approach to all aspects of the work of the Department.
- To work with the Head of Faculty to lead in the whole school development of Literacy, in order to contribute to improving learning outcomes for all KS3 and KS4 students.
- Contribute to a Department Development Plan (DDP), which identifies clear targets, time scales and success criteria for improvement in response to thorough self-evaluation of aspects of the work of the Department.
- Produce and analyse progress and attainment data for each identified cohort of students, including disadvantaged and the most able students, to make data-driven changes to curriculum design and student intervention.
- Work with the Head of Faculty to develop and lead intervention and support strategies, which take into account individual need and focus on developing the skills and academic progression of individual students.
- Act as a line manager for identified staff, ensuring that those staff are prepared for their appraisal and that recommendations are made to the performance reviewer based on the evaluation of a range of performance information and evidence.
- Support the Head of Faculty to ensure the Department is prepared for any form of external scrutiny through the collation of appropriate evidence and analysis of the performance of the Department.
- Contribute to department meetings which engage departmental staff in the sharing and development of outstanding practice.
- Ensure that provision takes account of the progress students make at Key Stage 2, through a detailed understanding of students' transition needs and through the development of meaningful links with Key Stage 2 practitioners.

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- Create and sustain a positive culture through effective and regular communication with members of the team, which ensures that colleagues are supported and professionally developed.
- Work with the Head of Faculty in the writing and review of the Literacy Development Plan for KS3, which identifies clear priorities, actions and success criteria in light of self-evaluation.

### **3. Health, Safety and Discipline**

- Promote the safety and well-being of pupils in accordance with the Academy's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the Academy's behaviour policy.

### **4. Management of Staff and Resources**

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with Academy policies.

### **5. Professional Development**

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **6. Communication**

- Communicate with pupils, parents and carers in accordance with the Academy ethos, policies and practice.

### **7. Working with Colleagues and Other Relevant Professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the Academy.
- Participating in administrative and organizational tasks, including the direction or supervision of persons providing support for the teachers in the Academy, which require the exercise of your professional skills and judgement.

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## **8. Fulfil Wider Professional Responsibilities**

- Make a positive contribution to the wider life and ethos of the Academy.
- Promote and lead extra-curricular activities in line with the traditions and expectations of the Academy within the context of a life work balance.
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies, including taking responsibility for raising concerns with an appropriate manager.

## **9. Other Specific Duties**

- Undertake the role of Tutor.
- Share in supervisory duties according to the Academy's published rotas.
- Keep up to date with school information e.g. the weekly bulletin, staff handbook and to clear your pigeon hole daily.
- Participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers.
- Continue personal development as agreed.
- Engage actively in the appraisal process.
- Employees will be expected to comply with any reasonable request from a line 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 to provide a welcoming environment to visitors and telephone callers.
- 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.
- Undertake any other duty as specified by STPCD not mentioned in the above.

### **For all Staff**

You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and

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instructions.

- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

This 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 job commensurate with the grade or job title.

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## Person Specification

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A graduate or equivalent in English or a related subject.</li> <li>• A DFE recognised teaching qualification.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven successful teaching of English throughout the secondary age range, in post, including KS3 and KS4 with experience beyond NQT.</li> <li>• Some experience of leading or co-ordinating wider activities or departmental projects.</li> </ul>
<b>PROFESSIONAL KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• A thorough knowledge of the National Curriculum in English, and a proven ability to teach all abilities up to, and including, KS3 and KS4.</li> <li>• An understanding of the needs of students across the ability range.</li> <li>• A teacher who can inspire and enthuse students and who uses a range of teaching and learning strategies for effective delivery.</li> <li>• An understanding of the criteria employed in determining pupil progress in the subject.</li> <li>• An awareness of ways to raise student attainment in the subject.</li> <li>• The ability to use ICT to enhance learning and aid teaching.</li> <li>• Excellent communication skills, written and oral.</li> <li>• Proven organisational abilities.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• A passion for English and the ability to inspire others to share it.</li> <li>• A genuine desire to provide the best education for students.</li> <li>• A commitment to the aims and ethos of the school.</li> <li>• A good manager of time who is well organised.</li> <li>• A willingness to keep up-to-date with developments in the subject area and become involved in relevant training.</li> <li>• An understanding of coaching-style leadership and a commitment to the professional development of those around you.</li> </ul>

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