



Uckfield College

Recruitment Information Booklet

**Apprentice Teacher of English
Unqualified Teacher Payscale**

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that the results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special learning environment that is Uckfield College. We are a Super Curricular school, which means that every student in years 7-13 (including those who are disadvantaged or have special needs) has to do at least one Super Curricular activity a week. There is an exceptional range of exciting opportunities on offer.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. One aspect that stands out is the tremendous support for teachers. There are comprehensive shared resources, detailed schemes of learning, weekly Joint Professional Learning Time (JPL), a new, innovative Professional Learning and Development (PLD) programme and our research informed, nationally recognised framework for teaching and learning, called Uckfield Excellence. Uckfield Excellence has been very well received when presented at national conferences. Our professional development programme is exceptional and every member of staff in our team has tremendous training for their support role, teaching post or leadership position.

If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and we will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1002.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Sara Marshallsay
Principal



About our College

Uckfield College is a rapidly improving school with excellent results, happy staff and students and highly engaged governors. In September 2022, Ofsted concluded that there was sufficient evidence that the school could be judged outstanding in a subsequent inspection. The lead inspector said 'this feels like an outstanding school'. Following our recent inspection on 16th and 17th April, we are extremely proud to announce that Uckfield College has been awarded an 'Outstanding' rating by Ofsted, both as the overall judgement, and in each of the different categories that are evaluated.



In the Ofsted feedback, the inspection team were full of praise for all aspects of College life:

- “The curriculum is very well planned, sequenced and developed.”
- “Teachers make good use of assessment information to plan work that meets the needs of all pupils.”
- “Teachers use technology highly effectively.”
- “Teachers have worked collaboratively... to increase the level of challenge for pupils.”
- “Teachers... ensure a consistent approach to feedback.”
- “Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups.”
- “Pupils feel that their teachers listen to them in lessons and that they are well challenged.”
- “Leaders have very high expectations.”

Inspectors also said some wonderful things about our students:

- “The College Council are the most delightful group I have worked with in a very long time.”
- “Pupils relish leadership roles.”
- “Pupils are friendly, polite and there is a harmonious atmosphere in the school.”
- “Pupils say that homework tasks extend their current learning and provide additional challenge.”
- “Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge.”

Students are at the heart of everything we do. The positive relationships between teachers, parents and students have helped us to really sustain and drive significant improvements in recent years. We are very proud of our College and want to recruit a leader who will champion and celebrate our success, within the school and in the wider community.



Our Vision and Ethos

Our Vision: An inspiring College where every individual is supported and challenged to achieve personal excellence.

Our Aim: Is for everyone in our community to lead truly, deeply, happy, fulfilled and purpose-driven lives. Our curriculum is how we achieve those aims.

In feedback to the Lead Inspector during our last Ofsted Inspection, one parent summed up the ethos of the school as **“Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another.”**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Apprentice Teacher of English

Detailed Information about Employment-based Teacher Training can be found [here](#)

Hours	Full Time
Commencement	1st September 2024
Contract	Fixed Term
Pay Scale	Unqualified Teacher pay scale – minimum UQ1, currently £20,958

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Friday 14th June at 9.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our HR Department on 01825 764844 extension 1008 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Teaching Task
- Tour of the College
- Safeguarding Interview
- Panel Interview

We are committed to the safeguarding of children. References and Enhanced Disclosure and Barring Service checks will be conducted on the successful applicant. Please note this role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds.



Role of Form Mentor

Line Manager: Director of Year

Professional Duties

- To act as the first point of contact between home and college and to advise and guide parents and students on a day to day basis.
- To get to know the students in the mentor group and strive to be aware of backgrounds as these will affect the student's performance in college.
- To establish a positive relationship between mentor and the student so that the mentor is aware of both danger signs and indications that the group and individuals are functioning well.
- To encourage each student to take a full part in college activities.
- To be a source of information about the college and to interpret college policy to the students as it affects them.
- To maintain high standards of college uniform with all students in the group.
- To liaise with senior pastoral staff about students in difficulty or trouble.
- To complete the form register and to do so in a well-controlled manner so that the information recorded is accurate and in accordance with the notes in the staff guide.
- To check (using Google Classroom) and encourage students to:
 - complete homework that is set; and
 - hand homework in on time.
- To ensure that all absences are covered by letters or telephone calls from parents. Directors of Year should be notified when a Form Mentor is unable to obtain a satisfactory reason for absence either from the students or from contact with the parents directly.
- To monitor students' academic progress through profiles/reports and data/progress analyses. To make a meaningful and appropriate comment on social and academic progress made as required by the style of the report.
- To coordinate appropriate intervention strategies to support students' academic and social progress.
- To deliver the set mentor programme during Personal Development Time and Life Learning (PSHCE).



Departmental Structure and Organisation 2023/2024

English Department

Staff

Samuel Mahoney	Curriculum Leader of English
Ella Paremain	Deputy Curriculum Leader of English - KS4
Lisa Quarton	Assistant Curriculum Leader of English - KS5
Priscilla Ford	Assistant Curriculum Leader of English - KS3
Rhian Elsdon	Teacher of English / Director of Year
Simon Cooper	Teacher of English/Media
Ben McLachlan	Teacher of English and Director of Sixth Form
Nina Adak	Teacher of English
DArcy Brown	Teacher of English (ECT1)
Simon Webster	Teacher of English/Deputy Principal
Sally Barnes	Teacher of English
Mark Taylor	Teacher of English
Micky Davis	Teacher of English
Polly Allen	Teacher of English/Oracy Champion
Anya Avard	Teacher of English
Natalie Smith	Teacher of English/Assistant Headteacher

Accommodation

The majority of the school has new buildings and the English department is now located on one floor of our brand new main building.

All full-time colleagues have their own teaching room.

Resources

- There is easy access to a central resource area, which is always well stocked and is carefully organised;
- All classrooms have interactive whiteboard technology;
- The College is networked;
- All teaching staff are currently issued with a free Chromebook. To enhance learning, all students have Chromebooks (Years 7 to 11) or their own device (Sixth Form).



English Provision

Year 7	Students are grouped by prior attainment on the basis of Key Stage 2 SAT scores and teacher assessments. This year, there are three populations with three or four teaching groups within each.
Year 8	Students are grouped by prior attainment in three populations (a similar arrangement to Year 7). Changes can be made at the discretion of the staff involved.
Year 9	Two populations in each group (A & B) are grouped by prior attainment at the end of Year 8. Broadly, the organisation of these groups is as follows, in terms of prior attainment: Population A & B <ul style="list-style-type: none">• Higher• Higher (lower prior attainment)• Higher Middle• Middle• Lower• Lower (lowest prior attainment)
Years 10 and 11	Two populations in each group (A & B) are grouped by prior attainment at the end of Year 9. Broadly, the organisation of these groups is as follows, in terms of prior attainment: Population A & B <ul style="list-style-type: none">• Higher• Higher (lower prior attainment)• Higher Middle• Middle• Lower• Lower (lowest prior attainment)
Year 12	All groups are mixed ability
Year 13	All groups are mixed ability

Public Examinations

Year 10/11	AQA GCSE English Language + English Literature
Year 12/13	AQA Specification B in English Literature AQA Specification B in English Language

Additional Information

The Department meets formally on a regular basis, in accordance with the College's meetings system. Agendas and minutes are supplied to each member and also stored centrally. Information is communicated by email, in person or in writing.

Departmental INSET is arranged as three 'twilight' sessions during the academic year, during which a range of issues might be addressed, from strategic decisions about syllabuses to practical concerns about resources and equipment.

As a training department for B Ed, PGCE and Schools Direct trainees from various East Sussex establishments, including University of Sussex and Brighton University, we have continuing, productive relationships with local training providers and their personnel and are able to contribute through meetings and other contacts to their programmes.



The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to our HR Department at Uckfield College, hr@uckfield.college. Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Friday 14th June at 9.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include meetings with key members of the team, a lesson observation, a tour of the College and formal interviews.

If you require any further information please contact our HR Department at Uckfield College on 01825 764844, extension 1008 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1002, or email t.fletcher@uckfield.college.



Uckfield College

Love Learning for Life



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