

JACK HUNT SCHOOL

Hard work Integrity Kindness



Candidate Pack



PETERBOROUGH KEYS
ACADEMIES TRUST

About the School

A Welcome from the Headteacher



Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt School, we have a strong ethos centred on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHS well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt School is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic House system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt School. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt School could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,
Headteacher

For more information about this post, or to organise a visit to the school, please contact the HR department at recruitment@jhs.pkat.co.uk

About the Trust

Our trust is a vibrant, diverse and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and has led work to create the Strategic Plan 2023-26.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The PKAT Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Information

Curriculum Area Leader of English

Jack Hunt School

Salary: TLR 1b

Type of role: Permanent, Full-time

Closing date: Monday 14th October 2024

Start date: January 2025 or earlier

Job Description

Job Purpose

The role of the Curriculum Area Leader is to lead the implementation of a high quality curriculum with clear rationale regarding assessment, whilst promoting and supporting high quality teaching and learning; this will ensure all students can achieve their potential.

Main Accountabilities:

Teaching and Learning:

- Lead curriculum development and assessment within the curriculum area.
- Ensure that the National Curriculum and elements of the appropriate cross-curricular themes are delivered effectively.
- Monitor the progress of students and identify underachievement ensuring programmes of support are in place to maximise the potential of all students.
- Ensure the production, evaluation and revision of the overall curriculum and individual schemes of learning to meet the needs of students.
- Use attainment data to monitor the progress of students taught in the Curriculum Area, ensuring that effective data is used to address underachievement at all levels.
- Monitor the progress and attainment of all student groups, including Pupil Premium, SEND and High Prior Attainment students.
- Ensure that classroom expectations are enforced across the Curriculum Area and that the Behaviour Policy and Rewards Policy to support learning are implemented effectively and consistently.
- Monitor and evaluate teaching and learning in accordance with the school policy, including coaching in the classroom and sampling of student work.
- Liaise with our Inclusion Base to ensure access and equality of opportunity for all students.
- Ensure a prompt response to parental enquiries about individual student progress within the Curriculum Area
- Liaise with other subject areas on issues of common curricular concern.
- Collaborate with partner primary schools to ensure progression in learning.

Improvement Planning, Monitoring and Evaluation:

- Actively promote the school's aims and values within the Curriculum Area.
- Implement, monitor and evaluate the impact of improvements made throughout the academic year.
- Evaluate the effectiveness of the curriculum on offer and the current assessment policy to ensure it remains fit for purpose.
- Evaluate the effectiveness of teaching and learning in the Curriculum Area and implement effective strategies to address any issues in a timely fashion.
- Chair Curriculum Area meetings and attend Team Leader meetings in accordance with the published schedule.
- Actively contribute to the school's procedure for self-evaluation.

Leading and Managing Staff:

- Lead, manage and co-ordinate the work of the Curriculum Area team and encourage the process of team building.
- Allocate teachers to teaching groups and manage staff in the Curriculum Area.
- Monitor staff absence within the Curriculum Area and provide appropriate support and guidance.
- Oversee and support the professional conduct of Curriculum Area staff. Monitor and advise staff on appropriate professional conduct.
- Induct new staff to the department including Early Careers Teachers in accordance with school policy and to oversee the work of Initial Teacher Trainees as appropriate.
- Represent Curriculum Area views through attendance at appropriate meetings and provide appropriate feedback.
- Meet with the link SLT member at least on a fortnightly basis.
- Ensure the school's Appraisal Policy is implemented for all Curriculum Area staff.
- To participate in relevant courses related to the role of Curriculum Area Leader and keep abreast of current or new developments in the subject and the curriculum.
- Actively encourage and assist members of the Curriculum Area team in their own professional development, recognising their training needs.
- Organise, chair and arrange for the recording of meetings of the Curriculum Area team according to the agreed school schedule. Ensure that minutes of meetings are circulated to team members and the SLT link member.
- Participate in the selection and appointment of teaching and support staff to the Curriculum Area and to contribute to references for staff.
- Ensure that cover work is provided for classes when staff are absent and support the work of Class Supervisors / cover teachers within the Curriculum Area.
- Ensure that school policies are implemented by all staff within the Curriculum Area.

Efficient and Effective Deployment of Resources:

- Ensure and oversee ordering, maintenance and accountability for the teaching and learning resources within the Curriculum Area.
- Ensure the care of rooms and other spaces, including furnishings and fittings, in the Curriculum Area.
- Ensure the school's Health and Safety Policy is implemented and monitored in the Curriculum Area including appropriate risk assessments when necessary.
- Ensure that all classrooms and corridors in the Curriculum Area have displays of material including students' work which is regularly updated.
- Manage the Curriculum Area budget effectively.
- Maintain and regularly update the Curriculum Area inventory of equipment and audit on an annual basis.

Other Accountabilities:

- Ensure a programme of extra-curricular takes place throughout the year.
- Ensure the Curriculum Area is represented and promoted at relevant school events.

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

The above represents the key priorities and accountabilities for the role of Curriculum Area Leader, but it is not an exhaustive list.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications and Training

- Qualified teacher status and a degree.
- Evidence of preparation for a leadership post.

Knowledge and Understanding

- Secure subject knowledge.
- Sound knowledge of the English National Curriculum from KS1-4.
- Ability to motivate staff and students and to convey enthusiasm for learning and teaching.
- Keep abreast of subject developments.
- Understanding of equal opportunities issues in schools.
- Knowledge and understanding of how to enhance literacy, numeracy and ICT in teaching.
- Knowledge of systems for data collection and how to disseminate analysis.

Experience

- Evidence of successful and effective teaching to the secondary age group.
- Experience and understanding of teaching a wide range of attainment, including key student groups like Pupil Premium and SEND students.
- Experience of teaching GCSE and A Level or equivalent.
- Experience of implementing systems and processes to monitor and evaluate learning and teaching.
- Experience of successful strategies for the raising of student achievement/attainment over time.
- Experience of strategies for the effective management of students.
- Experience working with parents and external agencies.

Personal Qualities and Skills

- Enthusiasm, ambition and vision.
- Ability to lead and work in a team.
- Commitment to raising achievement, attainment and aspirations of students.
- Personal and professional commitment to the philosophies of the school.
- Able to communicate effectively orally and in writing.
- Ability to form good relationships with students, adults and parents.
- Proven classroom management skills.
- Ability to work collaboratively within a team.
- Ability to be well organised and efficient including completing agreed tasks within set timescales.
- High level of interpersonal skills.
- Sound ability to use ICT packages and systems.

The English Curriculum Area

English is taught by a dedicated and supportive team who work together to deliver a curriculum that develops our students' awareness of the world around us, their aspiration for the future and their excellence in English.

The curriculum area works collaboratively, as a team and with others, to realise the potential within ourselves and our students. We constantly seek opportunities to improve in order to enhance the progress our students can make; we do this through engaging with current thinking surrounding the delivery of English and the cognitive science that underpins learning. As a team, we share our views and research for all to have a voice and find solutions to any barriers to learning and progress.

We deliver a knowledge-engaged and challenging curriculum that aims to build student confidence, progress and attainment, and will lead our students on a journey to success, both academically and through personal growth. We believe that our students should be exposed to a wide range of voices, particularly at KS3, and have the opportunity to experience as many narratives as possible by promoting Adichie's message in *The Danger of a Single Story*.

For KS3, students learn in mixed attainment classes with the underlying belief that readers are writers and writers are readers; therefore, knowledge of reading and writing is seen as a combination that enhances both crucial aspects of English learning. To develop the knowledge and skills of our students, we take them on a journey through the history of English before focusing on critical moments in greater depth.

Our KS4 students follow the AQA GCSE English Language and Edexcel English Literature specifications, again in mixed attainment classes. Our study of the GCSE content commences at the beginning of year 10 by developing the knowledge students need to be successful in their GCSEs, from the literature texts to the knowledge that underpins the skills required to be successful.

We also offer A levels in both English Literature and English Language and Literature and actively promote these throughout our curriculum. Offering English beyond KS4, and supporting university applications to English based subjects, is very important to us and will continue to be part of our provision.

The curriculum area has its own suite of classrooms in a new block and its own office space. As part of our school's innovative approach, we have introduced iPads into our classrooms with KS4 and 5. We use Bedrock Vocabulary and the full suite of Apple and Microsoft programs to enhance the learning experience of our students.

The English curriculum area is committed to delivering an exciting and challenging curriculum that enthuses our students and promotes lifelong learning and a love for literature. We are keen for students to experience our subject beyond the classroom; therefore, we explore opportunities for our students to widen their cultural capital and enhance the bond between our students and our subject.

We are looking forward to welcoming a new leader for our innovative and dedicated team.

How to Apply

For more information, and to access our online application form, visit our website at www.pkat.co.uk/vacancies

Or, for a short cut, scan the code below:



Please scan these codes to access our Safeguarding Policies:



Safeguarding and Child Protection Policy (Trust)



Recruitment of Ex-Offenders Policy Statement



Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Access to Teachers and Legal Government Pension schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all PKAT schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Safeguarding Statement

Peterborough Keys Academies Trust (PKAT) and Jack Hunt School are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



**Bradwell Road
Peterborough
PE3 9PY**



**PETERBOROUGH KEYS
ACADEMIES TRUST**

**Ledbury Road
Peterborough
PE3 9PN**