



MOUNTS BAY
ACADEMY



Deputy Head of English

APPLICATION PACK

Welcome to the Leading Edge Way



I would like to start by wishing you a warm welcome to 'Leading Edge'. We are currently a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success. We do this while embracing the distinctiveness of each school and holding children at the heart of every decision we make. The Central Team, on behalf of its schools, is driven by integrity and keeps a close eye on the 'value added' that being part of Leading Edge brings. We put fun, happiness and caring relationships at the heart of Trust and school development.

Our schools share a vision, are values driven, like-minded, and passionate about empowering children, young people, and adults to reach their personal best. All our schools strive for a curriculum which inspires and offers something for everyone; it offers breadth through wide ranging and extraordinary opportunities and prepares our pupils for their future. Digital technology is used to support teaching pedagogy, reduce teaching workload and enhance accessibility for all pupils.

We may be situated in the most south-westerly part of the UK, but this does not stop us from being a forward thinking and outward looking team. Within our 'Trust offer' runs a thread of local, regional, national, and international networks, which support both personal and school development.

Leading schools is one of the most fulfilling and enjoyable jobs, but it is easy to get swept up in the complexities of statutory and legal responsibilities. Leading Edge strives to support schools by having sound operational systems and processes in place, giving school leaders the freedom to do what they do best and most

importantly, to sleep at night. We embrace collaboration where it adds value although equally, celebrate the uniqueness of our schools and support their individuality.

We recognise that strong governance across the Trust is fundamental to its success. We have an excellent body of Trustees in place with wide ranging skills and experience. The Trust board is ultimately accountable but can't know everything, therefore each school has its own Local Academy Committee (Board of Governors) who are the vital 'local lens' for their school.

So, what does the Leading Edge way look like?

We have created a visual map to illustrate the many ways Leading Edge can add value to your school, building on individual successes and facilitating further opportunities for educational excellence. We'll provide the systems and people that will support your school to continue to shine.

Kelley Butcher

Chief Executive Officer

Contract Type: Full-time
Permanent: Scale M1-UPS3
Plus TLR2b £5844.00 per annum.

Contract Term: Permanent

Deputy Head of English

We are looking to appoint a Deputy Head of English to help lead and develop a successful English department. The successful candidate will:

- be an excellent teacher of English
- be committed to raising standards
- have a flexible and creative approach to curriculum development
- contribute to the leadership of a successful team
- have an awareness of changes in educational policy affecting English
- be able to analyse, interpret and plan using student data.
- To work with the Head of English faculty to ensure outstanding leadership and management of the Faculty of English in terms of curriculum design and delivery, CPD, staff and student wellbeing and faculty finance.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

Please send your completed application form to Malvina Jenkin HR Manager at Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

Closing Date : 16th May 2025

Dear Applicant,

Thank you for expressing an interest in this post at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is in Penzance, West Cornwall with 950 students aged 11-16 years. This is a beautiful part of the world, enjoying a varied coastline surrounding rugged hills and moorland and it is a wonderful place to live and work.

Mounts Bay school converted to Academy status in 2011 and a year later was awarded an Outstanding grade in a full Ofsted Inspection. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students. Since then, we were awarded a good grade in 2021 under the new Ofsted Framework introduced in 2019.

I have been the proud Principal of Mounts Bay since March 2024, and I am passionate about the Academy and the path that we need to follow. Whilst enjoying an enviable reputation in the local area, there is work to do in terms of outcomes, attendance and the quality of teaching and learning. Our priorities are explicit, and my style is very open and honest – there are no hidden agendas here!

We have recently introduced a new behaviour policy which is having very positive effects and our teaching and learning policy has been stripped back to provide very clear expectations of staff and students. All strategies are supported by a comprehensive evidence-based programme of CPD, both internal, and through external bodies such the PTI, the Cornwall Research School, which we are delighted to lead, and the Challenge Partner network, where we are delighted to be the lead school in the Cornwall hub.

The Academy enjoys a range of impressive physical resources including a purpose-built science area, subject specific teaching areas in the Creative Arts as well as a lively and bouncing Music block. Sports facilities are strong, including a large sports hall, a 3G pitch and extensive outside field areas, all of which have significant community use. Plans are currently being made with Cornwall Council for an on-site ARB to provide further support to learners.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff member is provided with a digital device to support their learning and work. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, when presented with learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to

nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Mounts Bay is a caring and dynamic community where students are placed at the centre of everything that we do.

We provide a broad and balanced curriculum which is delivered by a team of skilled and dedicated staff, with the MBA way visible throughout the school, putting 'Relationships, Respect and Responsibility' at the centre of everything. Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

The successful candidate will be a brave, creative and visionary person, to join our staff to enable all to thrive in this ever-changing world. We are looking for a professional with a spirit of adventure who understands that high personal and academic standards and exciting learning can combine to change young people's lives.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

Since I joined the Academy, I have felt safe, I have been happy, I have felt challenged, and I have been genuinely welcomed into the Mounts Bay community. Is this not what all of us want from a school?

Please do get in touch if you would like to come and visit. I look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'SR' followed by a checkmark-like flourish.

Simeon Royle
Principal

Application

If you wish to apply, please either email your application to Malvina Jenkin HR Manager mjenkin@mountsbayacademy.org (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

Closing Date

Please ensure your application arrives before the closing date and that the post for which you are applying has been stated clearly on the application form.

Interview

Interviews for the post will take place shortly after the closing date. Please assume that if you have not heard from us within 2 weeks of the closing date that unfortunately, on this occasion, your application has not been successful.

Candidates called for interview will be asked to:

- Prepare and give a 20-minute lesson
- Prepare and give a 5-minute presentation followed by a 5-minute Q&A session
- Attend a formal interview

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Mounts Bay
Academy
Boscathnoe Lane
Heamoor
Penzance
Cornwall
I TR18 3JT

Phone: 01736 363240

Web: www.mountsbay.org

Post Title:	Deputy Head of English
Purpose:	<ul style="list-style-type: none"> To implement and deliver a broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher. To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth. To act as a form tutor offering support and guidance to tutees.
Reporting to:	Head of Faculty
Liaising with:	Principal, SLT including the Line Manager for the English Faculty, Head of English, support staff, external agencies and parents
Working time:	Permanent
Salary/Grade:	M1-UPS3 + TLR2b £5844.00
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	<ul style="list-style-type: none"> The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared.
Responsibilities	
<ul style="list-style-type: none"> To carry out duties of a teacher as set out in the current Academy Teachers' Pay and Conditions Document. To carry out the duties as detailed in the job description. To be responsible for teaching across both key stages. 	
Internal Organisation, Management and Control	
<p>To contribute to:</p> <ul style="list-style-type: none"> Maintaining and developing the ethos, values and overall purposes of the Academy. Formulating the aims and objectives of the Academy and policies for their implementation. To contribute to planning improvement which will translate Academy aims and policies into actions. Implementing the LAC'S policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs. The efficient organisation, management and supervision of Academy routines. 	
Operational/Strategic Planning	
<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject. To contribute to the faculty and academy subject's development plan and their implementation. To plan and prepare courses and lessons. To contribute to the Whole Academy's planning activities. 	
Curriculum Provision	
<p>To assist the Head of Faculty and Senior Leadership Team, in ensuring that the delivery of the subject complements the Academy's strategies and objectives.</p>	
Curriculum Development	
<p>To assist in the process of curriculum development and ensuring the continued relevance to students' needs, examining and awarding bodies and the Academy's Mission and Strategic Objectives.</p>	

Staff Development
<ul style="list-style-type: none"> • To partake in the Academy's staff development program by participating in training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods • To engage actively in the Continuous Career Development (CCD) 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 actively participate in the QA procedures throughout the Academy. • To seek/implement modification and improvement where required. • To review methods of teaching and programmes of work. • To partake as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information
<ul style="list-style-type: none"> • To maintain appropriate records and provide relevant accurate and up-to-date information for Arbor registers. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications
<ul style="list-style-type: none"> • To communicate effectively with the parents/carers of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.
Marketing and Liaison
<ul style="list-style-type: none"> • 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 ordering and allocation of equipment and materials, whilst being conscious of efficiency savings. • To assist the Head of Faculty to identify resource needs and contribute to the efficient/effective use of physical resources. • To ensure the effective use of resources to the benefit of the Faculty

Pastoral System

- 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 Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the Academy's Pastoral System.
- To register the students in their Tutor Group, 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 to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate with parents of the students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Management System so that effective learning can take place.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the 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 English is reflected in the teaching and learning experience of students.
- To ensure a high quality-learning experience for students that meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to students' needs and demands of the syllabus.
- 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.

Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures, e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation, and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.
- **As a restorative organisation we:**
- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications and Training	Graduate with QTS Degree in relevant national curriculum subject	Further professional study at a higher level.	Application Form / Interview
Experience	Proven track record of high performance as a classroom teacher Ability to promote high standards both academically and socially Experience of teaching students with SEND Evidence of good or outstanding examination results in the relevant subject area Experience of using evidence based research to improve own and others' work	Coaching experience Experience of leading staff in securing improvement Evidence of giving inset to others or doing research for school improvement. A CPD portfolio with evidence of recent, relevant course participation and all academic qualifications. Recent experience of project management relating to Academy improvement. Evidence of personal impact in education projects of county or national importance.	Application Form/ Interview
Skills	Ability to teach to a high level – outstanding classroom practitioner Excellent communication skills – with students, staff and other stakeholders ICT skills that enable effective planning, teaching and administration Ability to use data to raise standards with own classes	Successful threshold application. Evidence of a qualification in ICT	Application Form / Interview
Knowledge	Excellent knowledge of classroom skills and teacher standards Understanding of subject specific research and pedagogical developments in the relevant	A vision of how learning could be transformed in the Academy.	

	<p>subject area</p> <p>Thorough working knowledge of the secondary curriculum</p>		
Management	<p>Able to manage own workload</p> <p>Able to prioritise</p> <p>Able to show initiative with excellent organizational skills</p>	Experience of supporting colleagues with managing workload	
Aptitude and Personal qualities	<p>Empathy with staff and students</p> <p>An interest in new approaches to learning.</p> <p>Clear understanding of inclusion and a willingness to be an advocate for all learners</p> <p>An interest and ability to make a positive contribution</p> <p>Good team player</p> <p>GSOH</p> <p>A 'can do' positive attitude that seeks solutions to problems</p>	<p>Demonstrate leadership of others</p> <p>Evidence of creativity and a willingness to take risks and learn from mistakes.</p>	
Safeguarding	A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview