



Guilsborough Academy

Guilsborough Multi Academy Trust



Director of English and Media Studies

Candidate information pack

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Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting new position of Director of English and Media Studies.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a first-hand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at hr@guilsborough.northants.sch.uk.

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritising their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.



Simon Frazer
Principal of Guilsborough Academy



About Us

At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills, commitment of our staff, enthusiasm and hard work of our students, lies at the heart of our success.

We are passionately committed to the achievement of every individual student and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for students of all abilities. Our students' excellent academic achievements can be seen in the national league tables. Every year, our most able students achieve very highly, and we encourage and support students to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts students of all abilities. As an inclusive school community, our students come from a wide variety of different social and cultural backgrounds. We aim to challenge all our students to reach their full potential and celebrate their successes. We ensure that those students who have special educational needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our students are encouraged and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the academy, but also to the wider community. Students' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and students. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

We are a small MAT situated in the idyllic Northamptonshire countryside. We are presently comprised of one school: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust and is a supportive and friendly academy that aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 education for the benefit of our students, staff, parents/carers and the wider community.

The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value the work of our Trustees to hold the academy to account and constructively monitor its progress. Intervention must be proportionate and timely to the identified areas of development.

Advert

Contract Type:

- Permanent
- 1.0 FTE

Salary:

- Leadership Scale points 7 to 11. Starting point 7

Start date:

- September 2025 or January 2026

Closing date:

- Monday 30th June 2025

How to apply:

To apply, please complete an application form via the [TES here](#)

Completed application forms should be accompanied by a letter of application

Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Director of English and Media Studies

Are you an ambitious, visionary leader with a passion for language, literature, and media? Do you thrive on inspiring students and staff alike, driving academic excellence and creative innovation? If so, we have an exciting opportunity as **Director of English and Media Studies**.

We are seeking a dynamic and experienced educational leader to head our English and Media Studies departments. This is a pivotal role, overseeing curriculum development, raising standards, and leading a team of dedicated and talented teachers and support staff.

As Director, you will:

- Lead the strategic vision for English and Media across all key stages.
- Champion a high-quality, inclusive learning experience that fosters critical thinking, creativity, and confidence.
- Drive outstanding outcomes through rigorous teaching, assessment, and continuous improvement.
- Cultivate a collaborative, supportive team culture rooted in professional growth and shared success.
- Be a visible and inspiring presence across the school, modelling excellent teaching and leadership.

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic new employee benefits? If so, we would be delighted to hear from you.

Visits to the school are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on hr@guilsborough.northants.sch.uk or 01604 740641.

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Online searches

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.

Our community is predicated on mutual respect through tolerance, trust and honesty. We have high aspirations for all and develop resilience to overcome any obstacles which might stand in our way. We take responsibility for our actions to ensure we are working positively together. We appreciate others by the strength of character they show and seek equality for all.



Job Description

Post Title	Director of English and Media Studies
Reports to	SLT Lead for English and Media
Salary grade	Leadership Scale, point 7
Hours	1.0 FTE
Contract type	Permanent
Preferred start date	September 2025 or January 2026

RESPONSIBILITIES OF THE JOB

Main purpose

The Director of English and Media Studies will take lead responsibility for providing leadership and management for English and Media to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all
- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of learning
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote excellent progress and outcomes by students
- Demonstrate excellent subject and curriculum knowledge
- Demonstrate their quality of teaching is 'good' to 'outstanding'
- Participate in arrangements for preparing students for external tests

Whole school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and student development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with staff, students, parents and carers

Strategic direction

- Develop and implement policies for English and Media Studies in line with the Academy's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the Academy
- Have a good understanding of how well the subject is being delivered and the impact it has on student achievement
- Use this understanding to feed into the Academy Development Plan and produce an action plan for the subject
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the Academy's values, visions and aims
- Work with the Special Educational Needs Co-Ordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote Careers Education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that Teaching Assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the Multi-Academy Trust (MAT) within subject groups on subject-related events, projects and activities
- Co-ordinate the Academy Reading Strategy working with a core team in conjunction with all middle leaders.

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- Ensure the planned curriculum is effectively and consistently implemented across the Academy
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- Have an overarching responsibility for students' achievement and standards in the subject area
- Ensure that PE is at the heart of the Academy's enrichment and extra-curricular program
- Carry out teaching responsibilities in line with the professional duties of a teacher
- Model consistently high-quality teaching and be able to demonstrate excellent practice to others
- Produce high-quality teaching materials that support excellent practice
- Prepare and deliver training courses across the school to improve teachers' practice
- Support with teachers' professional development and appraisal through carrying out lesson observations, providing feedback and implementing strategies to improve practice
- Provide mentoring/coaching to individual teachers in need of 1-to-1 support to improve their practice
- Use data to identify individuals or groups that need further teaching support and develop and implement strategies to raise the quality of teaching
- Use data to identify individuals or groups of students that need targeted support, and develop and implement strategies to raise achievement
- Set challenging and ambitious targets for students on interventions and update parents on progress
- Measure and assess the impact of interventions to raise achievement for students and the quality of teaching
- Promote strategies which support adaptive teaching, inclusion and positive behaviour
- Co-ordinate and carry out monitoring and evaluation activities to improve teaching and learning, including work scrutinies, lesson observations, learning walks etc.
- Use systems to analyse data from monitoring and evaluation, and use insights to inform strategies and plans for teacher development
- Support with self-evaluation and school improvement planning across the Academy
- To ensure exam board and other external requirements are met in the curriculum area.
- To ensure internally assessed components of exam work are completed to maximise student achievement.

- To keep up to date with any changes in assessment regulations and ensure staff are fully informed.
- To ensure the curriculum area effectively assesses work in line with school policy, on a short-, medium- and long-term basis.
- To ensure baseline data is accurate and is effectively used to inform planning.
- To be responsible for the tracking of student progress across the department (English and media), ensuring effective interventions take place where needed, with staff and students, in the curriculum area.
- To analyse performance and examination data.
- To actively participate in the sharing of assessment/tracking information with other staff in school.

Leading and managing staff

- Establish an effective team and hold regular meetings on the subject weekly to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the Academy
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the Academy's appraisal policy
- Contribute to timetabling and managing setting students into attainment groups, where appropriate
- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Efficient and effective deployment of resources

- Provide support with textbooks and library books in your subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home if necessary

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our Safeguarding and Child Protection Policy
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the Academy

General:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To promote and safeguard the welfare of young and vulnerable people.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.
- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.

- To attend relevant meetings and training sessions in line with their employment contract
- All members of staff are required to participate in the school's appraisal scheme.
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification at any time after consultation with the post holder.

This job description and related documents provide the standards and framework for Performance Management Objectives for a Main and Upper Pay Range Teacher which will be set under the School's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the school's educational provision and performance and improving the educational opportunities of students at that School.

FURTHER INFORMATION

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#).

We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal / Line Manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal / Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Person Specification

	<u>Criteria</u>	<u>Essential</u>	<u>Desireable</u>
<u>Qualifications and Experience</u>	Qualified to degree level in relevant subject	✓	
	Qualified Teacher Status	✓	
	Right to work in the UK	✓	
	Relevant teaching practice and training with the subject area	✓	
	Essential to be willing and able to teach more than one subject	✓	
	Teacher of English and/or Media Studies	✓	
	Experience of teaching the curriculum at KS5		✓
	Evidence of further professional development		✓
<u>Skills and abilities</u>	An excellent classroom practitioner	✓	
	An excellent knowledge of the English and Media curriculum and its assessment	✓	
	Ability to foster a positive classroom ethos which motivates students to fulfil their potential	✓	
	Evidence of achieving good or better progress for students		✓
	Good written and oral communication skills	✓	
	Ability to use ICT effectively for teaching and management	✓	
	Ability to analyse data and make informed judgements	✓	
	Excellent interpersonal and organisational skills	✓	
<u>Other attributes</u>	Reflective practitioner	✓	
	Commitment to multi-cultural education	✓	
	Commitment to the safeguarding of children and young people	✓	
	Optimistic, enthusiastic and generous of spirit	✓	
	Resilience	✓	
	Good judgement	✓	
	Highly credible and lead by example	✓	
	Evidence of ability to lead and work as a team member	✓	
	Evidence of contributing to the wider life of a school	✓	
	Clear vision and moral purpose through extra-curricular activities	✓	
	Ambitious and committed to own professional development	✓	

Rewarding & Supporting Guilsborough Academy Staff

We value our staff, and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our academy. Without the energy, drive and enthusiasm of our staff, the academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all our staff and are able to offer:

- **We are a Carnegie Gold Standard Accredited organisation for mental health for both students and staff.**
- **A dedicated staff Wellbeing Committee.**
- **£500 Refer a Friend payment scheme, plus a welcome bonus for your friend.**
- **A £1,000 welcome bonus to new employees employed on a permanent contract.**
Terms and Conditions apply.
- **Access to trained staff Mental Health First Aiders**
- **A developmental and supportive culture for continued professional development.**
The academy strives to deliver personalised pathways and opportunities to enhance the growth and development of all staff members.
- **A stunning rural location.**
- **HR Services on site.**
- **Eye Tests.**
Reimbursement of eye tests
- **Free annual Flu Vaccinations for all staff.**
- **Access to 24/7 telephone counselling service for staff and their immediate family via Health Assured.**
- **Free access to our Fitness Suite.**
- **Pension Schemes.**
GMAT offers a defined benefit pension scheme which is supported by academy contributions as well as those of the employee. GMAT has two pension schemes, the Teacher's Pension Scheme, and the Local Government Pension Scheme.
- **Healthy Eating.**
Our in-house catering firm, Innovate, offer a healthy range of food at both break and lunchtime. Staff are entitled to a free lunch if undertaking an evening duty.
- **Free and secure car parking on site.**
- **PTA.**
We have a very active PTA group that all staff can get involved in if they wish.
- **Employee Benefits Scheme**
 - Private Health Care Options
 - Discounts & Cashback Schemes
 - And much more



2024-27



Contact Us

Visit us:

Guilsborough Academy
West Haddon Road
Guilsborough
Northampton
NN6 8QE

Call us:

01604 740641

Email us:

info@guilsborough.northants.sch.uk

Visit our website:

<https://www.guilsborough.northants.sch.uk/>

Follow us on our social media

