



**Pendle**  
Education Trust

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**ENGLISH -  
SECOND IN  
DEPARTMENT  
APPLICATION  
PACK**

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# INTRODUCTION



**Pendle**  
Education Trust

## WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family.

Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

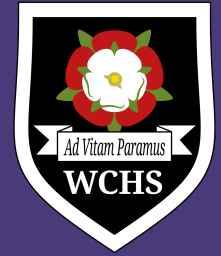
In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff.

Pendle Education Trust implements National Teachers' Pay Standards and the same annual leave; pension arrangements; sick pay entitlement, etc. apply. Please visit our website for more information about Pendle Education Trust.

# JOIN US

## WEST CRAVEN HIGH SCHOOL



West Craven is a small and vibrant secondary school for young people aged 11 to 16 years which serves this local Lancashire/Yorkshire community.

Barnoldswick is located on the Lancashire/Yorkshire border with both Leeds and Manchester drivable in just under an hour. Preston, Skipton and Bradford are easily commutable and the town is on the doorstep of the Yorkshire Dales National Park, Bronte Country and the Forest of Bowland. The Lake District, Morecambe Bay and the Fylde Coast are all a short drive away.

Our vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the academy family. The vision involves educating the whole child; our academy motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the academy and the opportunities beyond the classroom.

As an academy at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers. The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust since 2016, the future of the school is bright.

By joining the West Craven High School family you will become part of a supportive and ambitious team. We have regular staff training and dedicate time to continuing professional development and staff wellbeing. Our culture is about always looking at how we can share best practice with each other and improve together.

We collaborate with our colleagues at Colne Primet Academy as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application for this role.



## #ASPIRE

**Mr John Bates**  
**Principal**

# VACANCY

## ENGLISH - SECOND IN DEPARTMENT

|                |                                              |
|----------------|----------------------------------------------|
| Salary         | MPS1 - UPS3 plus TLR 2.1                     |
| Role Details   | Full-time role                               |
| Closing Date   | 9am on Monday 1 <sup>st</sup> December       |
| Interview Date | TBC                                          |
| Start Date     | As soon as possible subject to notice period |



#ASPIRE

# JOB DESCRIPTION

## ENGLISH - SECOND IN DEPARTMENT

### Role Specific

- Be up to date, plan and prepare high quality teaching on a range of programmes in English, delivering effective learning for students
- Develop and share resources for the course/subject, including maintaining effective links across the Trust for resources
- Deliver enrichment and enhancement activities
- Effectively assess and cater for differentiation within lessons
- Maintain comprehensive, up to date, student/course/subject records and provide information as requested
- Ensure close liaison and good communications with other staff in matters concerning students
- Use Trust systems to track and communicate student progress

### Student Responsibilities

- Value and support students to achieve their full potential
- Having high expectations of behaviour and academic achievement for all students
- Effectively manage the behaviour of students using positive behaviour strategies to ensure learner's engagement in lessons
- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment
- Carry out the role of a form tutor

### Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
- Contribute to cross-Trust events
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people
- Any other duties that the Principal considers appropriate

# JOB DESCRIPTION

## ENGLISH - SECOND IN DEPARTMENT

### **Additional TLR Key Duties:**

- To provide outstanding leadership and promote the vision, values and ethos of the Academy throughout normal daily practice and at internal and external events
- To establish innovative and effective working relationships within the Academy promoting a collaborative learning community
- To support the Head of Curriculum in the quality assurance of the Curriculum Area, and contribute to the monitoring, evaluation and review of school practice and promote the successful improvement strategies
- .To promote the continuous and consistent focus on students' achievement via effective data systems and benchmarking to monitor progress, with responsibility of key year groups or cohorts as directed by the Head of Curriculum
- .To participate fully in the Academy's Appraisal process, regularly review own practice, set personal targets and take responsibility for own development.To monitor performance to identify and share best practice across the Academy and work with the Head of Curriculum to take action to address inconsistencies and tackle underperformance at all levels
- To work with the Head of Curriculum in ensuring accurate assessments of students' achievement and progress is recorded according to the Academy's policy and practices
- To ensure high standards with regards to any communication with stakeholders, including reports and feedback to students and parents
- To promote a stimulating, safe and effective learning environment
- To work with the Head of Curriculum in ensuring effective intervention is in place for all students in order to address key development aims for the Academy and maximise the achievement and progress of students
- To create and promote positive strategies for ensuring equality of opportunity for all and ensure the fair and equal treatment of all staff, students, parents/carers and stakeholders
- To contribute effectively to developing students as independent, life- long learners and ensure transition needs of students are met
- To assume responsibility for the discharge of the Head of Curriculum's responsibilities at any time when they are absent, following the agreed approach of the Head of Curriculum

# PERSON SPECIFICATION

## Qualifications and Attainments

Qualified Teacher with QTS - Essential

Degree in a relevant subject area - Essential

## Training, Experience and Knowledge

Successful teaching experience in a relevant subject area - Essential

Thorough knowledge of the National Curriculum - Essential

Demonstrate a student centered approach to teaching, including an appreciation of inclusive provision and practices - Essential

Ability to implement creative strategies for raising attainment in literacy and numeracy - Essential

Knowledge and experience of writing lesson plans, developing resources and assessing student's work - Essential

Experience of working in partnership with parents/carers to facilitate effective links between home and school - Essential

## Personal Skills and Attitudes

Display initiative, be positive and enthusiastic - Essential

Demonstrate a commitment to equality and diversity - Essential

Possess excellent communication and relationship building skills - Essential

Be a team player - Essential

Demonstrate a flexible, adaptable, resilient and results orientated approach - Essential

Ability to lead and manage own workload effectively, and take responsibility for own professional development- Essential

Suitability to work with children and young people - Essential

# PRE EMPLOYMENT CHECKS

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website [www.pendleeducationtrust.co.uk](http://www.pendleeducationtrust.co.uk)

## **Equal Opportunities statement**

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

## **Rehabilitation**

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.





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**BB9 7YT**

**Email**

**HR@pendleeducationtrust.co.uk**

**Company Registration Number**

**08263591**

**Place of Registration**

**England and Wales**