

# The Littlehampton Academy

## Applicant Information Pack



### English Teacher

#### Contents

|                                               |    |
|-----------------------------------------------|----|
| Message from the Principal                    | 2  |
| Introduction to Woodard Academies Trust (WAT) | 3  |
| The Littlehampton Academy (TLA)               | 4  |
| What makes TLA a great place to work?         | 4  |
| Benefits                                      | 4  |
| Ofsted Report                                 | 5  |
| About the Role                                | 6  |
| About You                                     | 6  |
| Job Description                               | 7  |
| Person Specification                          | 9  |
| Safer Recruitment Declaration                 | 11 |
| Other Pre-employment Checks                   | 11 |
| Equality and Diversity                        | 11 |
| How to apply                                  | 12 |

## From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community: following the first 'good' Ofsted grading for the academy in March 2022, we are joining schools across the country in re-evaluating our provision after a period of disruption, and planning the changes needed to ensure that we can support all our students to achieve their very best outcomes after an extreme period of disruption.

The Littlehampton Academy has a long- standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us. Our mission is encapsulated in the Woodard Academy Trust motto: **'opening minds, raising expectations, transforming lives'**.

Staff at The Littlehampton Academy, in all roles, in all teams and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

Teaching and learning is at the heart of everything we do at The Littlehampton Academy. We believe that learning takes place both inside and outside the classroom and we will always go "the extra mile" to allow our students to be successful.

As a member of the TLA team, you will have constant opportunities to develop and grow professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via [personnel@tla.woodard.co.uk](mailto:personnel@tla.woodard.co.uk)

## **Introduction to the Woodard Academies Trust**

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

## **The Littlehampton Academy**

The Littlehampton Academy is a large academy recently designated by Ofsted as "Good" in all categories and with an incoming year 7 exceeding all previous numbers. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

## **Why is The Littlehampton Academy a great place to work?**

- An improving school with high expectations and high standards in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- Strong leadership: "Senior leaders have a clear vision for the school that is suitably articulated through the school's self-evaluation. They have worked hard to improve the quality of education, as well as teaching and behaviour. They have ensured that professional development is better planned and better personalised." (Ofsted 2022)
- A developing behaviour system that enables teachers to provide disruption-free learning and gives students the opportunity to fulfil their potential
- A strong emphasis on literacy across the curriculum
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities
- Up to nine INSET days per year, dedicated to developing teaching and learning skills
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students.

## **Benefits**

- Pay scales in line with the School Teachers Pay and Conditions Document
- A contributory pension scheme - Teachers Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

# Ofsted Report

Inspection of The Littlehampton Academy  
Fitzalan Road, Littlehampton, West Sussex BN17 6FE

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Inspection dates: 1 and 2 February 2022

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|                              |             |
|------------------------------|-------------|
| <b>Overall effectiveness</b> | <b>Good</b> |
|------------------------------|-------------|

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|                           |                      |
|---------------------------|----------------------|
| The quality of education  | Good                 |
| Behaviour and attitudes   | Good                 |
| Personal development      | Good                 |
| Leadership and management | Good                 |
| Sixth-form provision      | Good                 |
| Previous inspection grade | Requires improvement |

## What is it like to attend this school?

Pupils study a broad and rich curriculum with a wide range of subjects. The curriculum matches the school's intentions and is taught by knowledgeable teachers. The accredited careers programme supports pupils' high aspirations. Sixth-form students receive valuable support and guidance on apprenticeships, employment and university.

Relationships between pupils and teachers are strong and based on mutual respect. The school aims to provide a caring and diverse educational environment where all pupils are known and nurtured. The school's chapel provides a haven for staff and pupils where everyone is welcome, everyone is included and everyone is respected. Pupils speak highly of the support for their welfare and well-being.

The values of 'Respect, Explore, Aspire and Persevere' are emphasised across the school. Pupils agree with these values, but say that some pupils are unkind and make offhand comments that are not nice. These are not always picked up by teachers. Pupils appreciate the presence of staff around the school. They speak positively about improvements in behaviour over time.

The full Ofsted report can be found on the Academy website: [here](#)

## About the Role

We are looking to appoint an enthusiastic and inspiring Teacher of English to our team of subject specialists. You will teach across the ability range at KS3 and KS4, with the opportunity to teach at KS5 for an appropriate candidate. The ability to teach Media would also be an advantage. We welcome applications from experienced teachers as well as ECTs.

The successful candidate will be working with a team of dedicated staff in a very motivating, forward-thinking environment. Our school is committed to providing excellent CPD at all levels, including weekly teaching and learning development for all and progression programmes for each career stage, from ECT to leadership.

**Closing Date: midday on Wednesday 6 December 2023. *We reserve the right to close the vacancy before the closing date so please apply early.***

## About You

The successful candidate will

- Believe passionately that all children can achieve, no matter their starting point, background or needs;
- Have the highest expectations and standards
- Enthuse students with a passion for their subject and inspire them to give of their best
- Be flexible and resilient, with an unrelenting "can do" attitude
- Be able to support and challenge students whilst maintaining good relationships
- Be committed to personal and professional development

# The Littlehampton Academy

## Job Description - Teaching Staff



### Subject Teacher

|              |                                       |
|--------------|---------------------------------------|
| Reporting to | Director of Faculty                   |
| Salary       | TMS - UPR (dependent on career stage) |

### Role Purpose and Context

- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.
- To provide high quality and engaging class teaching in accordance with agreed schemes of learning
- To be accountable for the progress of students in allocated classes

### Main Duties and Responsibilities

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.*

- To be responsible for providing stimulating, engaging and purposeful learning experiences for students in accordance with agreed schemes of learning and relevant statutory requirements
- To teach classes as timetabled by preparing lessons thoroughly in accordance with the TLA Teaching and Learning Policy, using the online teacher planner, recording work to be undertaken and identifying extended learning opportunities
- To be a proactive member of the faculty and participate in planning and development, including agreeing aims and policies, schemes of learning, and review and development of the faculty handbook
- To provide performance and target setting data as required
- To be accountable for student performance and progress in groups taught.
- To ensure all lessons are appropriately planned allowing for lesson objectives to be clearly communicated to students
- To ensure work is appropriate to the needs of each group and student, and that learning activities are motivating and challenging
- To utilise a variety of resources and pedagogical styles to suit the differing aptitudes, learning styles and interests of learners
- To create and maintain a welcoming, well-ordered teaching base, which is inviting and where there is a sense of purpose

- To liaise with the Director of Faculty and/or Year Leader regarding any concerns
- To liaise with LSAs, ensuring their skills and presence are effectively used to progress teaching and learning
- To welcome students at the start of each lesson and ensure that lessons begin punctually and purposefully
- To manage the dismissal of students from lessons in accordance with Academy procedures
- To uphold Academy expectations regarding student conduct, and deal with any unacceptable behavioural incidents in accordance with Academy procedures
- To complete such reports/tracking documents as may be required regarding student progress
- To attend consultation evenings with parents as agreed in the annual calendar
- To keep abreast of developments, local and national, within the subject area
- To contribute to departmental and other meetings as per agreed schedule
- To mark students' work regularly following both departmental and whole Academy protocols, keeping accurate records of assessments made, setting specific targets for improvement and future progress
- To write annual progress reports for all students taught, in accordance with the agreed reporting schedule and within agreed timeframes
- To undertake the responsibility and duties of group tutor as required in accordance with the Academy's guidelines and procedures, promoting positive values in the relationships formed with the tutor group
- To meet with parents to further students' progress and development as may reasonably be required
- To promote the use of the Academy and departmental rewards system
- To participate in the annual appraisal process
- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns

*All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues and taking a leading role in meetings, CPD (including coaching and mentoring) and curriculum planning .*

**All staff** are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

|                                                                 |                                                                                     |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>The Littlehampton Academy</b><br><b>Person Specification</b> |  |
| <b>Subject Teacher</b>                                          |                                                                                     |

**A = Application R = Reference I = Interview or assessment E = Essential D = Desirable**

| <b>A</b> | <b>Qualifications</b>                                                                                                                                      | <b>E or D</b> | <b>Assessed via</b> |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------|
| 1        | Qualified Teacher Status                                                                                                                                   | E             | A                   |
| 2        | Degree and/or relevant qualification in specialist subject area                                                                                            | E             | A                   |
| <b>B</b> | <b>Experience and knowledge</b>                                                                                                                            | <b>E or D</b> | <b>Assessed via</b> |
| 1        | Good understanding of current theory and best practice in teaching and learning                                                                            | E             | A/I/R               |
| 2        | Thorough subject knowledge for identified preferred subject and where applicable exam boards requirements                                                  | E             | A/I/R               |
| 3        | Good knowledge of curriculum developments and current government requirements                                                                              | E             | A/I/R               |
| 4        | Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with all Academy policies        | E             | A/I/R               |
| 5        | An understanding of equality of opportunity issues and how they can be addressed in schools/academies                                                      | E             | A/I/R               |
| 6        | A proven track record of recent and successful class teaching in mixed ability classes across more than one key stage (or of successful training for NQTs) | E             | A/I/R               |
| <b>C</b> | <b>Skills and abilities</b>                                                                                                                                | <b>E or D</b> | <b>Assessed via</b> |
| 1        | Able to demonstrate the skills of a good teacher and aspire to be outstanding                                                                              | E             | A/I/R               |
| 2        | Able to create a well organised, stimulating learning environment which engages students in their learning                                                 | E             | A/I/R               |
| 3        | Able to provide appropriate levels of challenge so that students make good progress in line with TLA expectations                                          | E             | A/I/R               |
| 4        | Able to use methods and resources that enable all students to learn effectively                                                                            | E             | A/I/R               |
| 5        | Able to use assessment information effectively to plan next steps in students learning                                                                     | E             | A/I/R               |
| 6        | Able to make effective use of teaching assistants and other support staff                                                                                  | E             | A/I/R               |
| 7        | Able to initiate intervention strategies as appropriate                                                                                                    | E             | A/I/R               |
| 8        | Able to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process               | E             | A/I/R               |
| 9        | Able to be an effective and efficient form tutor following academy procedures and protocols                                                                | E             | A/I/R               |
| <b>D</b> | <b>Motivation</b>                                                                                                                                          | <b>E or D</b> | <b>Assessed via</b> |

|          |                                                                                                                    |               |                     |
|----------|--------------------------------------------------------------------------------------------------------------------|---------------|---------------------|
| 1        | Commitment to ensuring the health, safety and wellbeing of all children and young people                           | E             | I/R                 |
| 2        | Appropriately motivated to work with children and young people and to build and maintain appropriate relationships | E             | I/R                 |
| 3        | Committed to optimum performance and continuing professional development                                           | E             | I/R                 |
| 4        | Commitment to the ethos and values of the academy                                                                  | E             | I                   |
| <b>E</b> | <b>Personal qualities</b>                                                                                          | <b>E or D</b> | <b>Assessed via</b> |
| 1        | Enthusiasm and emotional resilience                                                                                | E             | I/R                 |
| 2        | Ability to establish good working relationships                                                                    | E             | I/R                 |
| 3        | Appropriate attitudes to authority and maintenance of discipline                                                   | E             | I/R                 |
| 4        | Strong work ethic - willingness to “go the extra mile”                                                             | E             | I/R                 |

## **Safer Recruitment Declaration**

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

## **Other Pre-employment Checks**

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

## **Equality, Diversity and Inclusion**

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

## How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://www.eteach.com/careers/littlehamptonacademy/>

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information.

|                                             |                               |
|---------------------------------------------|-------------------------------|
| <b>Deadline for receipt of applications</b> | Wednesday 6 December (midday) |
| <b>Interview Date</b>                       | w/c 11 December               |

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For queries or to arrange a visit to the Academy, please contact the HR department on:

|              |                                                                              |
|--------------|------------------------------------------------------------------------------|
| <b>Tel.</b>  | <b>01903 711120</b>                                                          |
| <b>Email</b> | <a href="mailto:personnel@tla.woodard.co.uk">personnel@tla.woodard.co.uk</a> |