

English Teacher Information Pack

December 2020



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

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Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
comprehensive academy, NOR: 1080
Principal: Mr J P Russell

Required for September 2021

ENGLISH TEACHER

Full Time

MPS/UPS: £25,714-£41,604

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for rigour in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking to appoint an enthusiastic, creative and inspirational teacher to share their love of English with our pupils. This post will provide the successful applicant with a wealth of opportunities to develop their classroom practice and career, and applications are welcomed from newly qualified teachers as well as those with more experience.

To find out more about this role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

Closing date: Friday 22 January 2021 at 9.00 am

Interviews: Tuesday 2 February 2021

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Sawston
Village College

Principal: Mr J P Russell

December 2020

Dear Applicant

English Teacher

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We have a robust risk assessment in place to mitigate against Covid19 transmission. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we are keen for all of our pupils to access the full curriculum and be inspired by high quality teaching and learning within the restraints of what is possible.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the cultural iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our school's focus is the achievement and wellbeing of our 1080 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average, with 83% gaining grade 4+ in English and Maths and 66% gaining grade 5+ in English and Maths. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future. The Sawston Way demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional



development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. In normal circumstances, each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

We are now seeking to appoint a teacher of English to join our very successful team from September 2021. The English Faculty has a well-deserved reputation for its caring, collaborative and supportive ethos, for achieving excellent results with pupils and for the passion with which it instils a love of all things literature and literacy in young people. The post is suitable for a newly-qualified or more experienced teacher looking for their next position, in a department and school with aspirations for excellence for all.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two pages of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Friday 22 January 2021. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Tuesday 2 February 2021. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell
Principal

The English Faculty



The English Faculty at Sawston Village College is a successful, hardworking and friendly team; we work together to share resources and teaching ideas and are committed to developing pupils' English skills and their enjoyment of the subject. In 2019 (and 2020) the Faculty achieved outstanding English results with 7% (7%) of SVC pupils securing a grade 9 in English Language and 9% (6%) in Literature. 81% (80%) of pupils achieved a grade 4 or above compared to a national average of 62% and 73% for Language and Literature respectively.

Reasons to join us:

Committed and Experienced Team

You will join a strong team of teachers with a range of skills and experience:

- Jess Carman: Head of Faculty
- Celia Harriss: Lead Practitioner and ITT professional tutor
- Caroline Anderson: Second in Faculty and trainee mentor
- Annette Wells: Teacher of English and Strategic Lead for Literacy
- Veronique Ivory-Johnson: Teacher of English and PSHE Co-ordinator
- Isobel Richards: Teacher of English
- Claire Rose: Teacher of English

We also have one Faculty-based teaching assistant: Anita Evans

High Standards

The attainment of pupils is above the national average and the English team work tirelessly to support pupils in achieving their target grades. Our record-achieving results in 2018 and 2019 are testament to the commitment, professionalism and excellent teaching of the Faculty. As a faculty, we are keen to ensure all groups including pupils in receipt of PP and those with SEN achieve strongly.

Strong Curriculum Provision

Pupils in KS3 follow a syllabus compatible with the National Curriculum and English framework with the opportunity for pupils to develop their reading, writing and speaking and listening skills through exposure to a wide range of texts (both fiction and non-fiction). Long term plans outline half-termly programmes of study, key assessment activities and success criteria, and schemes of learning are well-resourced with accompanying resources for use with IWBs. Progression of skills, knowledge and understanding lie at the heart of our schemes of learning.

Year 7 have six hours of English lessons a fortnight, with an additional lesson for Literacy and Oracy. Years 8-9 have seven hours of English lessons per fortnight. Year 7 and Year 8 are currently taught in mixed-ability groups but setting continues throughout all other year groups; careful consideration is given to grouping depending on the characteristics of the

cohort. Year 7 pupils who enter the College at well below the expected level also follow an intensive Literacy course, taught by our Literacy co-ordinator, in place of a foreign language. Literacy teaching is embedded within our Key Stage 3 curriculum to consolidate pupils' language skills.

At KS4 we follow AQA GCSE specifications. Almost all pupils are entered for both English Language and Literature GCSEs. All classes follow a carefully designed programme of study with regular internal assessments and external exams at the end of the GCSE course.

Collaboration and Support

Members of the department work very closely and share a staffroom. Teachers are extremely well supported and are expected to contribute, develop and share ideas and resources. This collaborative approach has led to the development of new schemes and accompanying resources. There is a rich dialogue about pedagogy and practice.

Good Facilities and Resources

The Faculty is based in purpose-built accommodation that it shares with several other Humanities subjects. English has seven well-equipped rooms containing 'Promethean' interactive whiteboards with integrated audio/visual equipment, large displays and ample storage. Each teacher has their own laptop and there is access to several bookable computer rooms, laptop trolleys and digital cameras.

There is an excellent College library with its own suite of computers, projector facilities and an extensive range of fiction and non-fiction texts.

A Rich Language Environment

In normal circumstances, the library is a very well used facility at break and lunch time and is available for lesson bookings to promote private and group reading and support research skills. The department work hard to promote the benefits and enjoyment that can be gained from reading.

We celebrate National Poetry and World Book Days, organise theatre trips and enter national and local writing competitions. We have also achieved great success performing in the Rotary Club 'Youth Speaks' debating competition. Other extra-curricular activities have included a Carnegie book shadowing group and Creative Writing club.

Partnerships

We enjoy very strong links with the Cambridge University Faculty of Education's Initial Teacher Training partnership and support trainees each term on both this and the CTSN SCITT course.

We also work in partnership with local primary schools to support pupil transition, curriculum development and reciprocal professional learning opportunities.

Job Description Teacher



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

This job description is set in the context of the Teachers' Standards, which may be found at <https://www.gov.uk/government/publications/teachers-standards>.

Purpose	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate To monitor and support the overall progress and development of pupils To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential To contribute to raising standards of pupil attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to	Head of Department
Liaising with	Principal/Deputies, teaching/support staff, Trust/LA representatives, external agencies and parents
Working time	195 days per year, full-time or part-time as per contract
Salary/Grade	As per teachers' pay scales
Disclosure level	Enhanced with children's barred list check

MAIN DUTIES	
Operational/strategic planning	<ul style="list-style-type: none"> To make a positive contribution to the work of the department, assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies and taking responsibility for particular facets of the department's work To contribute to the curriculum area and department's development plan and its implementation To plan and prepare courses and lessons To contribute to the whole school's planning activities
Curriculum provision	To assist the Head of Department and Senior Leadership Team to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives
Staffing	To take part in the school's staff development programme by participating in arrangements for further training and professional development
Staff development	To continue personal development in the relevant areas including subject knowledge and teaching methods

Recruitment/ deployment of staff	<ul style="list-style-type: none"> • To engage actively in the Performance Management 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 school
Quality assurance	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to the requirements outlined in the school's quality assurance policy. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures • To seek/implement modification and improvement where required • To review from time to time methods of teaching and programmes of work • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
Management information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc. • To complete the relevant documentation/online records to assist in the tracking of pupils • To track pupil progress and use information to inform teaching and learning • To ensure the security and confidentiality of all such information
Communications	<ul style="list-style-type: none"> • To communicate effectively with the parents of pupils as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school • To follow agreed policies for communications in the school
Marketing and liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools • 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 the ordering and allocation of equipment and materials • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils
Pastoral care	<ul style="list-style-type: none"> • To take responsibility for a group of pupils whether as mentor or co-mentor • To play a full part in ensuring that there is a calm, orderly environment in and outside the classroom • To promote the general progress and well-being of individual pupils and class groups as a whole • To treat all pupils with respect
Teaching	<ul style="list-style-type: none"> • To undertake a designated programme of teaching • To ensure a high quality learning experience for pupils which meets internal and external quality standards • To teach pupils according to their educational needs, including the setting and marking of work carried out by the pupil in school and elsewhere • To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required • To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils • To ensure that Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of pupils

	<ul style="list-style-type: none"> • To ensure that pupils have the opportunity to further their experience of ICT within the subject area and to assess their competence and progress with this skill set • To prepare and update subject materials • To use a variety of delivery methods which stimulate learning appropriate to pupil needs and demands of the syllabus • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework • To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures • To mark, grade and give written/verbal and diagnostic feedback as required • To contribute to the development, promotion and active use of the school's learning platform
Other specific duties	<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role • To undertake duties according to the rota and discharge the responsibility proactively • To contribute to good order across the College by responding proactively where there is a cause for concern • To play a full part in the life of the school community • To support its aims and values and to encourage staff and pupils to follow this example • To promote actively the school's policies • To attend staff briefings • To continue personal development as agreed • To undertake any other duty as specified by STPCD not mentioned in the above

Person Specification English Teacher



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education	Essential	Desirable
Good honours degree in English	✓	
PGCE or recognised teaching qualification	✓	
GCSE grade C+/4+ or equivalent in Maths and English	✓	

Experience	Essential	Desirable
Recent experience of teaching English and English Literature to at least GCSE or equivalent level	✓	
Experience of teaching other relevant courses e.g. functional skills/media studies		✓
Experience of involvement in extra-curricular English activities		✓
Evidence of the successful use of ICT within teaching and learning		✓
Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders	✓	

Professional Qualities	Essential	Desirable
An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies	✓	
Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate pupils	✓	
Ability to establish productive working relationships and work well in a team	✓	
Has excellent subject knowledge and is aware of best practice in teaching, including effective use of AfL	✓	
An excellent communicator, both orally and in writing	✓	

Professional Qualities	Essential	Desirable
Commitment to equality of opportunity and high aspirations for the achievement of all pupils, including those coming from disadvantaged backgrounds	✓	
Evidence of a commitment to the safeguarding of all young people	✓	
An awareness of new technologies, their use and impact		✓

Personal Qualities	Essential	Desirable
Enthusiasm, energy and personal dynamism	✓	
Approachable, friendly and patient	✓	
Good sense of humour		✓
Able to prioritise and meet deadlines	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues, parents and children	✓	
High level of integrity, honesty and fairness	✓	
Demonstrates personal enthusiasm for the learning process	✓	

Teaching & Learning	Essential	Desirable
Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes	✓	
Excellent use of AfL strategies in teaching and learning within the classroom	✓	
A personal commitment to the continuing development of teaching skills in order to have a positive impact on student outcomes	✓	

Application instructions and further information



How to apply

1. Complete the application form. This is available to download from our website at www.sawstonvc.org/staff-and-governors/vacancies. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than two sides of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Louise Milne, HR Officer, no later than 9.00 am on Friday 22 January 2021.
 - Email: to jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
 - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Louise Milne, HR Officer, at jobs@sawstonvc.org.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of the Anglian Learning multi academy trust www.anglianlearning.org

