



**Warden Park**

'The Best From All'



**Information for Prospective Candidates**

**For the post of**

**ENGLISH TEACHER**

**Full time, required from April 2025**



January 2025

Dear Potential Candidates

Thank you for your interest in this teaching vacancy and I hope that the information contained in this pack helps answer your questions about the post and the academy, and that this leads to an application from you.

The most important thing you need to know is that Warden Park Secondary Academy is a fantastic school to work in! The academy is very well respected in the local community, has a long tradition for excellence and our students' outcomes are very strong. Our students are excellent - generally above average ability on intake they have an excellent work ethic, standards of behaviour are very high and they are enthusiastic in their support of the academy evidenced, for example, by the very high numbers who engage in extra-curricular activities. You will therefore not be surprised to hear that the academy is significantly oversubscribed for the 300 places on offer in Year 7 each year. Places in our excellent Special Support Centre (SSC) which caters for 24 students with Education Health and Care Plans are equally sought after.

Warden Park Secondary Academy and Chichester Free School, along with four primary schools, Warden Park Primary Academy, Northlands Wood Primary, Woodgate Primary Academy and Billingshurst Primary Academy make up the Sussex Learning Trust. The five Headteachers work closely and opportunities for partnership work across the curriculum are evolving as the Trust develops.

There is excellent pastoral care in the school coordinated by a very experienced team of colleagues who oversee our five Communities - Africa, Americas, Asia, Europe and Oceania - and who contribute to ensuring that, even in a large academy such as ours, every student is known and well-cared for.

There is a strong focus in the academy on developing excellent teacher practice. We are a research driven learning institution and our professional development is focused on reviewing best practice and carrying out our own research in order to improve the quality of teaching in our classrooms. Being professionally curious and keen to build strong professional relationships with colleagues are important characteristics that we seek and these are evident in the teachers that thrive here. It is equally important that teachers are able to capture and excite the imagination of students through their subject teaching, role modelling academic excellence and good character.

Through our curriculum we aim to personally empower students by developing in them the ability to act in pursuit of positive personal fulfilment. Our approach is underpinned by a belief that:

- Strong academic outcomes provide students with the foundation to excel in the next and future stages of their learning.
- Highly developed character virtues provide students with the means to develop positive emotions, build and sustain positive relationships, find purpose and meaning in their lives and feel a sense of accomplishment.

By achieving this, we ensure that our students leave well-equipped to be successful in the next phase of their learning and, beyond that, to be confident and empowered with the character virtues, skills and capabilities to go on to be successful employees, citizens, partners and parents. These are equally important life-long outcomes for us.

Further details about our values, culture, ethos and ambitions can be found on our website.

## **The English Department**

The English department at Warden Park has been transformed in recent years to be our highest performing core subject. Last year, we achieved our best ever GCSE results with a +0.45 progress 8 score. We have high aspirations for our students as well as our staff, and firmly believe that the school's maxim, 'The Best From All', should be present in all that we do.

The department consists of 16 members of staff. Our team is enthusiastic and passionate about developing students' reading and oracy skills. This year, we introduced a 'Faster Read' programme for our year 7-9 students, centring lessons on reading for pleasure with modernised text choices and room for debate and discussion.

The English department is well-resourced, being accommodated in eleven classrooms, of which all of the rooms contain teacher laptops and widescreen boards. The department has a designated office, where staff work and socialise during breaks, and which forms a central base for our English teachers. All of our students and staff have iPads and use them in all lessons to share slides and resources.

There is plenty of support available to new staff, both from colleagues and in the form of resources. We believe CPD is invaluable, and are building links with schools in the locality to further develop this. We also ensure Teaching and Learning is at the heart of all we do in the English department, therefore ensuring we offer CPD within our department meetings. A generous capitation allowance has also permitted the acquisition of new texts and apps designed to stimulate and enhance students' experience of English.

The Department follows the AQA syllabus for English Language and English Literature. English nationally has been undergoing a period of significant change in recent years. However, Warden Park's English Department is fully committed to embracing these changes, whatever they may be, and ensuring that exam expectations are balanced with a love of the subject and a passion for reading.

## Job Description

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

### Job Purpose

- To ensure effective learning for each student taught
- To plan and deliver effective lessons
- To be accountable for high standards of student achievement and behaviour

### Responsibilities:

- Responsible to the Curriculum Leader
- Responsible for students' learning, development and progress

### Main duties:

- To individually and with colleagues, plan inspiring lessons and teach with a focus on ensuring that all students make better than expected progress
- To have a secure knowledge of students' prior attainment, individual learning needs and any barriers they may have to learning
- To use a broad range of assessment strategies to identify gaps in students' knowledge, understanding and capabilities and modify and/or plan learning to address these
- To record student progress information as required and provide data as necessary for reporting to parents
- To effectively utilise the classroom and department environment to support students' learning
- To utilise and develop the opportunities that ipads and other technologies provide to enhance, deepen and accelerate students' learning
- To engage in the professional development structured by the academy and to work independently and with colleagues to develop own practice through research, collaboration and peer observation
- To maintain and develop positive professional relationships with colleagues, students and parents
- To undertake required student supervision duties
- To act as a positive character role model and set and uphold high expectations in relation to students' conduct
- To act as a Form Tutor.

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

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

## Person Specification

Applicants should have the following essential qualities, skills and experience:

1. A passion for teaching their subject coupled with a strong vision of how to engage students in their learning and a record of success based on high levels of student achievement
2. Excellent subject knowledge and understanding of pedagogy in the curriculum area including assessment strategies, recent research findings and statutory guidance.
3. Can lead, motivate, enthuse and inspire colleagues and students, and win the confidence of colleagues, parents and other stakeholders
4. Has the ability to think strategically with imagination, vision, creativity and originality to improve outcomes for students
5. Experience of planning, monitoring and evaluating an area of a school's work
6. An understanding on how data can be used to support student progress and meet ambitious curriculum area and Academy outcomes
7. Has well developed emotional intelligence and can get people on board easily
8. Experience in developing colleagues e.g. through mentoring, coaching or providing CPD.
9. A positive attitude, flexible approach and excellent communication skills.
10. Is an excellent administrator with an eye for detail
11. A willingness to embrace the opportunities offered by academy status and to support our partner schools is essential.
12. A commitment to safeguarding and promoting the welfare of children and a satisfactory DBS disclosure
13. A strong set of character virtues that can be role modelled to students.

### In Conclusion:

Securing the best possible outcomes for the young people in our care is the absolute priority for me and in applying for this vacancy you will be seeking to join a highly professional and supportive team of colleagues committed to achieving exactly this. As an individual you will possess a growth mindset, be relentlessly optimistic, enthusiastic and determined with an unwavering energy and determination to make a significant contribution to the on-going success of the academy.

We look forward to meeting you!

**Dan Wynne Willson**

**Headteacher**





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### Candidate information

#### Individual visits:

We would be delighted to organise individual visits with any potential candidate who wishes to visit the Academy prior to applying for the post, and similarly we hope that the successful candidate will visit the school prior to taking up the post. Please contact our Reception staff on **01444 457881** to arrange a tour.

#### Submitting your application:

If you would like to apply for this post:

- Please complete an application form, available on the Warden Park website
- Also submit a letter of application, no longer than two sides of A4. In your letter please focus on the following:
  - ***The skills, expertise and character that you will bring to the role evidenced through examples of your experience and successes to date.***
  - ***How you meet the wider person specification.***

Your completed application along with a supporting letter should be emailed to [jobs@wardenpark.co.uk](mailto:jobs@wardenpark.co.uk) by Friday 31st January 2025. Please note that we will be considering applications as they are submitted up until the closing date. Our People Team will be happy to answer any questions you may have about this process or vacancy ([hr@sussexlearningtrust.co.uk](mailto:hr@sussexlearningtrust.co.uk)).

#### Safer Recruitment:

Warden Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks

#### Short listing:

The selection panel will contact successfully shortlisted candidates as soon as possible. Shortlisted candidates will be notified by telephone and/or email giving them as much notice of the date of interview as possible. If shortlisted, please bring with you your passport, driving licence (both parts) and a recent bill or statement less than 3 months old along with your degree/educational certificates when you attend the interview. This is for DBS purposes and will save time later should you be appointed.



## Warden Park

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### Local information

#### Location:

The school is ideally situated in the lovely Sussex village of Cuckfield, in a rural location, yet within easy reach of excellent facilities and communications. There are a good range of local amenities, including restaurants, boutiques and pubs found in Cuckfield and the nearby town of Haywards Heath. Haywards Heath lies in the centre of the Mid Sussex District of West Sussex, surrounded on all sides by stunning countryside, which is less than a five-minute drive in any direction from the town centre.

The vibrant seaside city of Brighton (15 miles) offers first-rate shopping, restaurants and cultural facilities.

#### Transport:

There are regular trains from Haywards Heath to London and the South East (London Bridge/Victoria from 42 minutes). Gatwick airport (14 miles) has a fast rail connection to London (Victoria 30 minutes).

[www.southernrailway.com](http://www.southernrailway.com)

There is very easy access to the A23/M23 and in turn the M25 and national motorway network.

#### Schools:

There are a number of highly regarded primary schools in the area. Warden Park Primary Academy and Northlands Wood Primary Academy are part of Sussex Learning trust.:

[www.wardenparkprimary.co.uk](http://www.wardenparkprimary.co.uk)

[www.northlandswood.co.uk](http://www.northlandswood.co.uk)

[www.harlandsprimaryschool.org](http://www.harlandsprimaryschool.org)

[www.holytrinity-cuckfield.w-sussex.sch.uk](http://www.holytrinity-cuckfield.w-sussex.sch.uk)

[www.bolnorevillage.w-sussex.sch.uk](http://www.bolnorevillage.w-sussex.sch.uk)