

**RECRUITMENT PACK**

# IVANHOE SCHOOL

## **English Teacher (Temporary 1 Year)**



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## Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

### **Vision**

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

## Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford  
Headteacher



## English Teacher (Temporary 1 Year)

We are looking to recruit a highly motivated and enthusiastic English teacher to join our English team from Autumn 2024. We are interested in recruiting a teacher who has the ability and potential to teach outstanding lessons in the full range of age and ability at our school. This post is suitable for either experienced teachers or ECTs.

Our English department is a highly successful and thriving area of the school, with our students achieving consistently strong Key Stage 3 results to prepare them for their transition into KS4. We have a diverse, challenging and authentic curriculum which engages students' interest and promotes a thirst for knowledge and a love of learning. We are proud of our collaboratively written curriculum which is designed sequentially to encourage retention of knowledge and skills. All members of the team deliver the same curriculum, ensuring the same diet of knowledge is received, whilst remaining the masters of their own classroom. We also have a range of trips and a programme of extra-curricular activities such as: debate club, creative writing society and poetry slam to further stimulate and develop students' interest in English. An enthusiasm for your subject is essential together with the ability to inspire and motivate students to achieve highly and enjoy English. The English leadership team consistently strive to develop all members of the team to support their career progression alongside our approachable SLT.

We are looking for a creative and inspiring teacher who:

- Is already an excellent teacher or has the potential to achieve this standard within a year
- Is a lifelong learner
- Works collaboratively
- Has a commitment to raising student achievement
- Is committed to developing his/her own teaching and learning
- Enjoys working with young people and cares about them as individuals
- Has energy and enthusiasm!

If you are a teacher with the drive and energy to make a real difference for our students, and if this role sound like the ideal next step in your career, I hope you will feel encouraged to apply. Please [headspa@ivanhoe.co.uk](mailto:headspa@ivanhoe.co.uk) if you require any further information about the school or the role, or if you would like an application pack posting to you.

Closing date for applications is 12.00pm, 12<sup>th</sup> June 2024

### **Application Process**

Please visit our website: [www.ivanhoe.co.uk/vacancies](http://www.ivanhoe.co.uk/vacancies) and download the application form.

Accompanying your application form, please send a letter (maximum 2 sides A4) which specifically addresses the requirements of this post. Please send all completed applications to [vacancies@ivanhoe.co.uk](mailto:vacancies@ivanhoe.co.uk). Please do not send a separate CV.

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## ***Safeguarding***

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

*We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.*

## ***Equal Opportunities***

*Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.*

## Job Description

Grade: Teachers Pay Scale  
Responsible to: Communications Faculty Team Leader & SLT English Lead  
Responsible for: Writing and delivering the English curriculum all year round with the support of the English Lead.  
Job Purpose: To make a positive contribution, in the professional role of teacher, to our school's vision, our strategic plans, our annual priorities, and our departmental plans.

### **Journey to Excellence. On our journey we commit to:**

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges

### **Key Responsibilities:**

- To work within the framework of teachers' pay and conditions, current legislation and the policies of the school.
- These responsibilities are made particular to Ivanhoe School through the policies and practices as published each year in the staff handbook.
- All Ivanhoe staff members are expected to promote and safeguard the welfare of students at the school.

Teacher		Accomplished Teacher		Expert Teacher	
Band 1 (Pro Rata)		Band 2 (Pro Rata)		Band 3 (Pro Rata)	
1	£30,000	4	£36,051	7	£43,266
2	£31,737	5	£38,330	8	£44,870
3	£33,814	6	£41,333	9	£46,525

\*Salaries as of Sept 2023

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## **The post holder is responsible to the:**

- Headteacher in all matters
- The SLT English lead in respect of curriculum and pastoral matters

All Ivanhoe employees are expected to promote and safeguard the welfare of students at the school. Our Child Protection Policy is made known to all and is designed to guide staff, students and parents/carers with regard to Child Protection issues.

## Person Specification

	Essential		Desirable	
Qualifications and Professional Development	Qualified Teacher Status	A	Degree or equivalent in the relevant subject	A
	Successful participation in CPD relevant to the post	A/R	Further qualification(s) relevant to the post	A
	Experience in English	A		
Application	Well written and well-presented application that addresses the requirements of the post	A		
Curriculum and Leadership skills	Commitment to raising student achievement across the whole ability and behavioural range	A/R	Successful experience of using ICT to support learning	A/I
	Successful experience of teaching the relevant subject at secondary level		Successful experience of leading English enrichment activities within a school context	A/I/R
	Successful experience of contributing to the design of the curriculum and lessons			
	A commitment to the use of ICT to support learning and the wider aspects of the role			
	Evidence of the ability to analyse student achievement data to inform action			
Commitment to working within the English Department and to forming strong links with all other departments				
Teaching and Learning	Good teaching and pastoral skills	T/R	Evidence of an ability to teach excellent lessons which maximises student progress	T/R
	Good behaviour management skills	T/R	Evidence of reflecting on own teaching and developing own craft as a teacher	A/R
	A commitment to seeking student views and encouraging them to be active partners in the learning process and within school life	A		



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Personal Qualities	<p>Good health, attendance and punctuality record.</p> <p>A mature, positive approach to working with colleagues.</p> <p>Willingness to dress professionally in accordance with the culture of the school</p>	<p>R</p> <p>I/R</p> <p>I</p>		
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- Evidence to be gleaned from:
- A Letter of application and application form
  - I Interview process
  - R Reference
  - T Teaching a sample lesson

## Job Specification

	Attributes Sought			
	Essential		Desirable	
<b>Qualifications and Professional Development</b>	GCSE English & Maths or equivalent	A	Relevant recognised qualification(s)	A
	Commitment to continuing professional development	A	ICT skills	A
<b>Application</b>	A well written and well-presented application written specifically for this post	A		
<b>Experience &amp; Skills</b>	An ability to work positively with students with learning and/or emotional/social difficulties	A/I/R	Experience in working with young people 11-16	A/I/R
	Successful experience of working with young people	A/I/R	Experience working in a secondary school	A/I/R
	Successful experience of working as part of a team	A/I/R	Experience of successful record keeping	A/I/R
	An ability to work independently and deal effectively with a wide range of tasks	A/I/R	Experience of managing a programme or initiative involving young people	A/I/R
	Proven ability to form positive relationships with students, staff and parents/carers	A/I/R	Successful experience of working with external agencies supporting young people	A/I/R
	Enthusiasm for becoming involved in the wider life of the school	A/I	Experience of working in partnership with parents/carers	A/I/R
	Awareness of current educational issues	I	Experience of developmental work in the areas of attendance and behaviour	A/I/R
	An understanding of safeguarding procedures	I	DSL experience	A/I/R
	Experience of SEND signposting and pathways to diagnosis	I		
<b>Personal Qualities</b>	Good health, punctuality and attendance record.	R	Experience of promoting a culture of high expectations	I/R
	Appearance to inspire confidence in community and students.	I/R	Think creatively to anticipate and solve problems	I/R
	A resilient and professional approach to dealing with range of different situations and people.	I/R		
	Excellent communicator with interpersonal skills	I/R		
	To maintain confidentiality as appropriate	I/R		
	An ability to remain calm under pressure and manage conflict	I/R		
	An ability to plan, prioritise and organise cases and workload	I/R		

## **Safer Recruitment Applicant Information**

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

### **Declaration of Previous Convictions**

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

### **Disclosure and Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

**Registration with a Professional Body** If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

## **References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.**

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## **Eligibility to Work in the UK**

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

## **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

## **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post