



English Teacher-

Primary or Secondary trained

The Harbour School

Application Pack

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Welcome Letter

Dear applicant,

Thank you for your interest in the position of English Teacher-Primary/Secondary trained, working at The Harbour School, part of the Meridian Trust Academies family of schools.

Our trust was first formed to lead a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent. We are a growing family of academies, with new schools in development, all within easy distance of Cambridge and Peterborough.

The Harbour School currently caters for boys from 5-16 years who have an Education, Health and Care plan (EHCP) for social, emotional and mental health needs. We currently have 93 pupils on roll who attend from all over the Cambridgeshire area and sometimes from outside the county. Our school is situated in rural Cambridgeshire. The generous grounds, including the wooded area and pond, are fully utilised through enrichment activities throughout the school day.

This is an exciting time for us all as at The Harbour having joined Meridian Trust (formerly CMAT) in January 2021. Join us as we embark upon our journey towards becoming an outstanding provision, with the opportunities to build on the strengths and experiences of our community in collaboration with other schools in the trust.

Meridian Trust is one of the highest performing academy groups in the country and the largest in the area we have defined. We are committed to high quality professional development and career opportunities for all staff. We strive to work at the heart of all of the communities we work with. This role will inevitably involve a considerable amount of partnership working within the trust to search out great practice to ensure wonderful opportunities for our young people.

It is essential for the successful candidate to have a strong passion for working within an SEMH school, having the drive to bring out the best in all the children attending the school and ensuring it is an enjoyable, positive experience for all bringing as many opportunities as possible to the students.

This will be an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Lise Sugden
Principal

If you would like an informal discussion about working for Meridian Trust or about this role, please contact:

Lise Sugden lsugden@theharbour.academy

Vision and Values

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian Trust family, trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities. Our vision, mission and values guide and bring together each of the trust's academies.

Our Vision: High-quality educational provision for all at the heart of local communities

Our Mission: To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders

Our Values:

Pursuit of Excellence

- By expecting this of every person, every day
- Rejecting outright any sense of complacency
- Continually striving for the creation of a true meritocracy
- Promoting and celebrating elite performance inside school and in the wider world

Value our People

- Appreciating the incredible trust placed with us in educating young people and serving our community
- Valuing the 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

Achievement for All

- Ensuring that every student achieves their maximum potential
- Maintaining a relentless sense of optimism
- Removing barriers to learning
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

High-Quality Learning Environment

- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age

Extending The Boundaries of Learning

- Providing positive memorable experiences inside and outside of the classroom
- Providing a diversity of experience to all
- Opening up the world to all students
- Securing the very best future educational and vocational experiences for our students

Academies within the Trust

<https://www.cmatrust.co.uk/our-schools/>

Job Description- English Teacher- Primary/Secondary trained

Scale: Main Pay Scale / UPS + SEN allowance - salary dependent on experience. Potentially TLR also available

Hours: 100%

Responsible to: Principal

Purpose of the role

English Teacher- Primary/Secondary trained- for within The Harbour School, co-ordinating activities based upon the needs of the pupils. Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment

Main Duties and Responsibilities

As an English Teacher- Primary/Secondary trained -you are expected to undertake the following responsibilities:

(Any additional areas of responsibility will be discussed with the candidate dependent on experience)

Teaching, Assessment, Recording and Reporting

1. To create and maintain an inspiring, appropriate, safe and stimulating learning environment which promotes learning and the desire to learn in teaching areas and shared areas of responsibility.
2. To promote the well-being and holistic educational progress of all pupils, through a variety of teaching styles and learning situations that enhance and facilitate a learning environment which produces motivated, happy individuals, well prepared for adulthood.
3. To have a good knowledge of and teach within the curriculum guidelines and school policies, making appropriate use of these in conjunction with statutory obligations to provide a broad, balanced creative curriculum which is relevant to and differentiated for the pupils.
4. To develop the classroom environment and your methods of teaching in line with the current thinking and practice including through liaison with the school team and external agencies.
5. To undertake professional development to develop own teaching skills and areas of responsibility to the benefit and development of the whole school.
6. To liaise with other teachers in planning, delivery, evaluation and assessment observing and reporting on each area of the curriculum, especially the development and tracking of long term plans for the innovative and creative curriculum.
7. To assess the work of pupils on a regular basis in line with school policy, recording formative and summative assessments, tracking and reporting on pupils' progress through the use of school current assessments and standard assessment tests.
8. To attend pupil progress meetings and taking any actions identified in them to promote the learning and holistic progress of all pupils.
9. To prepare a summative assessment once each year for the purpose of providing a written report for those with parental responsibilities.
10. To ensure that the preparation, marking and recording of assessments of pupils' work is carried out professionally and in accordance with agreed school policies.

11. To submit planning forecast of work in line with school planning policies, maintaining own copies of plans with annotated assessment notes which inform future planning.
12. To understand and carry out the further duties associated with the role of class teacher including fostering a welcoming caring ethos that values the contribution and achievements of all members of the school community and leading assemblies
13. To ensure that preparations for parental consultation meetings are conducted in accordance with agreed school policies.
14. To promote the general ethos of the School.
15. To promote and maintain good home/school liaison and being readily available to parents for discussions and conveying relevant information to them when appropriate.
16. To provide advice and guidance to pupils on social and educational matters.
17. To encourage the development of a moral and spiritual dimension among pupils.
18. To maintain awareness of current Health and Safety guidance and be responsible for the risk assessments of your own teaching areas within the Academy's policy for Health and Safety.

Appraisal

19. To participate in arrangements for the appraisal of your own performance.

Further Training and Professional Development:

20. To keep under review your methods of teaching and programmes of work, and participate in arrangements for your further training and professional development as a teacher.

Curriculum Development:

21. To participate in the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.
22. To take responsibility for specific Curriculum subject(s) or areas.

Discipline, health and safety:

23. To maintain oversight of the wellbeing of pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings:

24. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Administration:

25. To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.
26. To manage or supervise anyone providing support in your class.
27. To contribute to the overall life and work of the school.

28. To take on and develop any additional areas of responsibility in line with the needs of the school and commensurate with your experience.

The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Business & Resources Manager.

Meridian Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.

Person Specification- English Teacher- Secondary

Education and Qualifications	Criteria	Assessment
Qualified teacher status	E	A

Experience	Criteria	Assessment
1 Experience as a teacher or successful completion of initial teacher training	E	A/I
2 Experience and understanding of the Secondary curriculum	E	A/I
3 Experience and understanding of assessment for learning and planning for progression	E	I
4 Experience of working with SEN children	E	A/I
5 Experience or interest in working with early language development and or EAL children new to English	D	I
6 Experience of meeting the needs of a range of range of learners	D	I

Knowledge and Understanding	Criteria	Assessment
7 Understanding of data, baseline and analysis of progress	E	A/I
8 Understanding of a creative curriculum and how it can enhance literacy and maths	E	A/I

Skills	Criteria	Assessment
9 Have evidence of, or the potential to be a good or outstanding teacher	E	A/I
10 Have high expectations and standards for self and children	E	A/I
11 Have clear understanding of how assessment for learning and questioning can improve learning	E	I
12 Be up to date and enthusiastic about innovative pedagogical practice	D	I
13 Ability to work with, direct and manage other adults in the classroom	E	A/I
14 Experience of effective communication with families to co-produce educational plans (EHCP) and promote pupil well being	E	A/I
15 Experience of working with other professionals such as Speech and Language Therapists, Social Services, Educational Psychologists.	E	A/I

Personal Qualities	Criteria	Assessment
16 Positive and enthusiastic approach towards work	E	I
17 Good team player	E	I
18 Enthusiastic about continuing professional development	E	I
19 Flexible and adaptable	E	I
20 Ability to work on own initiative	E	I

Criteria Key

E Essential

D Desirable

Assessment Key

A Application Form

I Interview

How to Apply

Please submit an application form via TES

Closing Date:

15th May 2022

Interviews:

TBC

Applying:

For any questions about the process of applying please contact:

C Grimes- PA to Principal cgrimes@theharbour.academy

- **Please note- we reserve the right to end this advert earlier than time frame of dates specified above and amend interview date if required.**