



MERCHANTS'
ACADEMY

HEAD OF ENGLISH

INFORMATION FOR CANDIDATES

merchantsacademy.org

Welcome to Merchants' Academy Secondary

I took up the position as Headteacher at Merchants' Academy Secondary in March 2024 and am immensely proud to lead a school of wonderful young people and caring, dedicated staff. After training at Merchants' Academy at the start of my teaching career, it is a genuine privilege to lead the school at the start of an incredibly exciting journey.

Merchants' Academy Secondary serves the communities of Hartcliffe and Withywood in south Bristol and is based on a campus which includes both a primary school and Venturers Academy, a school for children with special educational needs. Merchants' Academy Secondary is at an incredibly exciting stage of its development, with the upcoming merger into E-ACT, a national multi-academy Trust, due to take place in May 2024. This merger will provide considerable opportunities for collaboration and professional development as part of the 'Multi-Academy Trust of the Year for 2023'.

My vision for Merchants' Academy is for us to provide an education of the highest standard, which relentlessly breaks down barriers to our young people succeeding and develops positive young adults for our communities. Through this exceptional education, I believe that we have an opportunity to work collaboratively with other organisations as a key agent for change across south-Bristol in securing a bright future for the area.

As Headteacher, I am committed to developing a staff group which works cohesively together and is characterised by a sense of both doing what is right and 'thinking big'. To develop this high performing staff group, I am passionate about introducing a strong sense of wellbeing for all colleagues and investing in the professional development of all staff members.

I trust that the information contained within this advert provide you with a sense of the excitement and opportunity which characterises the journey we are about to undertake. If you would like to know more about joining our school community, I would encourage you to visit or to speak to myself or one of my colleagues.

I look forward to meeting you soon.

Yours faithfully

Guy Swallow

Headteacher – Merchants' Academy Secondary



HEAD OF ENGLISH

Permanent, full-time, to start September 2024

LS6-9 (£53,378 - £57,479) per annum + Health Cash Plan and Benefits package

Merchants' Academy is a 3-18 Academy sponsored by the Society of Merchant Venturers and the University of Bristol. This is an exciting time to join us as the Academy grows and standards continue to rise. The Academy is very well resourced, where staff and their development is a priority.

Applications are invited from high quality candidates to join an exciting and committed English Department at Merchants' Academy.

We are seeking an inspirational teacher and leader who is committed to raising the attainment and aspirations of our students.

Candidates for this post should be:

- passionate about teaching English and excited by the prospect of developing an ambitious curriculum.
- committed to ongoing professional learning and have the ability to support and develop others.
- inspiring and able to motivate and challenge students to make rapid progress.
- able to establish strong relationships and have excellent interpersonal skills.
- bold, optimistic, and tenacious in setting and achieving high standards.

In return we can offer you:

- A genuine opportunity to make a difference where it is needed.
- Administrative support and well-resourced classrooms
- A fantastic community of children, parents and carers who deserve the best.
- Every opportunity to further your professional development and career with an excellent benefit package including: Wellbeing Health Cash Plan, Retail Discounts, ICT Loans, Higher Degree Support Funding, Professional Introduction Incentive plus others.

If you are hardworking, reflective, resilient, and looking to further develop your talents and skills at Merchants' Academy then we would love to receive an application from you.

We particularly welcome applications from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Closing Date: Thursday 2nd May 2024 at 9:00am Interviews: w/c 7th May 2024

Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.



Venturers Trust and our Sponsors



Venturers Trust is a dynamic and focused multi-academy trust based in Bristol. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant and lifelong difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Academy, Barton Hill Academy, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Montpelier High School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-18 diagnosed with Autism and with an EHCP. Our academies are happy, vibrant and exciting places to learn and work and are led by a team of talented, morally driven and committed Headteachers.

There are 4 essential questions that we ask within our Trust:

- Why do we exist? Our mission is to challenge education and social equality through the power of education.
- How do we deliver our mission? Our shared vision is to ensure all children of all backgrounds are all succeeding.
- How do we behave? This is through our shared values. Our shared values are to be kind, work hard and have courage.
- Finally, how do we measure success? We want happy children from all backgrounds acquiring the knowledge to achieve their aspirations and to make a contribution to their community.

The Trust is jointly sponsored by the Society of Merchant Venturers and the University of Bristol which gives us tremendous opportunity to enhance learning in its broadest context and offer opportunities unique to our Trust.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. SMV's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.



Venturers Trust is proud of its hard earned success in being able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

WELLBEING HEALTH CASH PLAN - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy and specialist consultations. Benefits for children of employees up to the age of 18 are included free of charge.

EMPLOYEE ASSISTANCE PROGRAMME (EAP) - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education.

TRAINING AND DEVELOPMENT - First class training and development opportunities are provided within the Trust, including an outstanding induction programme for both early career and experienced teachers. There are also opportunities for associate staff to develop and progress within their area of expertise, this includes using the teacher apprenticeship programme to develop teaching support staff into qualified teachers.

PROFESSIONAL DEVELOPMENT – At least 5 Professional Learning days per year.

HIGHER DEGREE SUPPORT FUNDING – Significant contribution to the funding of Master's Degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors.

BICYCLE PURCHASE LOANS - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase Loan up to the value of £1,000 through the 'Cycle to Work' scheme.

ICT LOANS - A loan repayable over a two year period as part of a Salary Sacrifice Scheme.

RETAIL DISCOUNTS – An extensive range of free goods/services and discounts available to staff.

INTEREST FREE SEASON TICKET LOAN – The option to purchase a travel season ticket (bus or train) with an interest free loan, deducted from salary in monthly installments over a 12 month period.

PROFESSIONAL INTRODUCTION INCENTIVE - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction.

Further details of our employee benefits can be found on the Academy website.



English at Merchants' Academy

The English staff are a creative, dedicated and innovative team who work relentlessly to inspire students and promote a love of literature and the English language. We strive to ensure that the lessons delivered are imaginative, challenging and enable students to reflect on their learning.

English is taught across all Key Stages and is a core subject, for all students in Years 7-11. English Literature is taught at A level. The department has thirteen members of staff who are all trained specialists in English ranging from those with many years of experience to NQTs. The team is also well supported by Teaching Assistants. Rigorous performance appraisal, sharing of good practice and high expectations for students all contribute to the high quality of teaching and learning across English.

As a core subject, English is vital to the achievement of the Academy and is a popular subject with students. There are a range of strategies in place which are focused on supporting students in increasing their own skills, knowledge and awareness of the English curriculum. Students' progress and achievements are celebrated. Interventions to promote and support students with reading including the use of Thinking Reading are in place.

In KS3, students follow a broad and challenging curriculum which is knowledge-rich and is designed to build students' knowledge and skills to prepare them for their GCSE course and for life beyond school.

For Key Stage 4 we use AQA (GCSE English Language and Literature, GCSE English) specifications.

In Years 12 and 13 students follow the AQA English Literature syllabus. A comprehensive range of literature is studied, ensuring students are exposed to as many aspects and genres as possible. It encourages high ability students and those considering studying English in Higher Education to continue to develop their own personal reference library.

The English Curriculum at Merchants' Academy is designed to inspire, challenge and engage our students.

We believe that we have a duty to close the vocabulary gap, improve oracy and offer students the cultural capital they need as well as providing them with the skills to be able to apply their knowledge to a range of situations. We want our students to be prepared for the rigours of GCSEs and further study, but we also believe that our students deserve the opportunity to be exposed to a wide range of modern and literary heritage texts, exploring the human condition and giving them the confidence to appreciate and explore literature with enthusiasm and to form and voice their own views on an ever changing world, finding self-belief and aspiration through their studies.



Living in Bristol

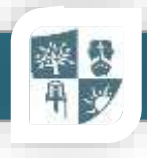
Merchants' Academy is on the southern fringe of Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.



Job Description



Post: Curriculum Leader

Responsible to: Deputy Head (linked to specific subject area).

Liaising with: Headteacher, Deputy Head, Assistant Headteacher

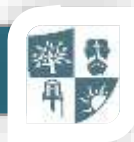
Purpose: To lead the curriculum area in delivering on the highest possible levels of achievement and attainment through ensuring that the curriculum area has the best staff, improves standards of learning, and has the highest level of expectations for all. In order to achieve this, the job description is in addition to that of a teacher.

Quality of Teaching and Learning

- Lead the development of an exciting and highly ambitious curriculum
- Monitor the quality of teaching and learning across all curriculum area lessons.
- Lead in the scrutiny of both teaching and assessment to ensure the highest standards for all staff and students.
- Ensure that curriculum staff develop a range of teaching strategies to drive up progress, improve teaching standards and learning experiences for our students.
- To facilitate collaborative planning and assessment to ensure the highest possible level of teaching, learning and student progress.
- Support all curriculum staff in the relentless approach to the positive discipline policy.
- Ensure the effective setting, marking and scrutiny of homework tasks.
- Monitor and analyse attainment and progress levels across the curriculum area and within teaching groups in order to put in place appropriate interventions for staff and students.
- Monitor and analyse attainment and progress levels of all students, inclusive of specific groups such as HPA students, students with SEND, PP-eligible students and CLA.
- To ensure all aspects of teaching and learning are planned appropriately to consider the needs of all groups, inclusive of HPA students, students with SEND, PP-eligible students and CLA.

Leadership and Management

- Lead, develop and hold to account staff within the curriculum area.
- Ensure high expectations from all staff within the curriculum area.
- Ensure all staff are motivated in delivering the Academy vision.
- Ensure the effective implementation of the Academy policies, in particular the teaching and learning policy and the positive discipline policy.
- Induction of new staff to the curriculum area and ensure requirements for teaching and learning are met.
- Lead and ensure accountability of staff within the curriculum area that hold additional responsibilities.
- Ensure lesson observations and performance management processes are completed for all staff within the curriculum area.
- Monitor and evaluate the performance of all staff and take action where there is under performance.
- To be active in the curriculum area leaders meetings to ensure highest possible standards.
- Calibrate assessments made by staff to ensure accurate predictions for students.
- Ensure that all curriculum area staff communicate regularly and effectively with parents.
- Ensure that there is effective planning for the induction and support of new staff, newly qualified staff and training teachers that may hold posts within the curriculum area.



Strategic Vision and Curriculum Planning

- To inspire others to embed the Academy vision and core values into every aspect of Academy life.
- Lead the curriculum staff through the development and implementation of a Subject Improvement Plan.
- Ensure that curriculum area staff are up to date with education developments.
- Ensure that the most appropriate curriculum is followed at all key stages and that schemes of work are regularly reviewed, and lesson plans developed.
- Monitor and implement continual professional learning opportunities for staff within the curriculum area.
- Complete examination analysis and use this information to scrutinise practice, identify priorities and inform future planning.
- Ensure the effective and efficient use of resources, including budget management and support staff, in order to drive up standards.
- Inspire teachers to take learning beyond the classroom through the provision of excellent co-curricular opportunities and curriculum related visits and field work.
- Contribute towards the curriculum structure and learning interventions across the whole Academy.

Other duties and responsibilities

Carry out other duties that the Principal of the Merchants' Academy may reasonably request.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.

Person Specification



| CRITERIA | ESSENTIAL | DESIRABLE | EVIDENCE |
|--------------------------------------|--|--|--|
| Qualifications | <ul style="list-style-type: none"> Good Honours Graduate with QTS or as required by the DfE | | <ul style="list-style-type: none"> Application |
| Experience | <ul style="list-style-type: none"> A successful teaching record either as a trainee or experienced teacher Experience of working with students of all abilities in the age group for which trained | | <ul style="list-style-type: none"> Application Interview |
| Skills | <ul style="list-style-type: none"> Skills set as outlined in the Teachers' Standards | <ul style="list-style-type: none"> Outstanding subject and curriculum knowledge Evidence of significant progress and outcomes for children | <ul style="list-style-type: none"> Application Interview Assessment |
| Professional Development | <ul style="list-style-type: none"> Commitment to continuing personal and professional learning development | <ul style="list-style-type: none"> Evidence of Professional Learning relevant to the role | <ul style="list-style-type: none"> Application Interview |
| Leadership Skills and Values | <ul style="list-style-type: none"> Ability to inspire, motivate and challenge students Commitment to the pursuit of excellence in educational standards Ability to communicate effectively with colleagues, students, parents and external agencies Commitment to and promotion of co-curricular opportunities | <ul style="list-style-type: none"> Evidence of high level co-curricular activities Potential for further leadership role | <ul style="list-style-type: none"> Application Interview Assessment |
| Knowledge & Understanding | <ul style="list-style-type: none"> Demonstrate good subject and curriculum knowledge including the national curriculum Know how to secure outstanding progress and outcomes by students adapting teaching as needed | | <ul style="list-style-type: none"> Application Interview Assessment |
| Student Involvement | <ul style="list-style-type: none"> Commitment to student involvement Personal commitment to listen to student voice Focus on individual student's needs and development of independent learning High expectations of students | <ul style="list-style-type: none"> Evidence of student involvement | <ul style="list-style-type: none"> Application Interview Assessment |
| Personal Attributes | <ul style="list-style-type: none"> Flexibility to cope with diverse needs of the post Resilience to work under pressure Positive, tenacious and optimistic Ability to quickly establish positive relationships with students, staff and parents | <ul style="list-style-type: none"> Initiative and ability to create new processes and practices to raise standards | <ul style="list-style-type: none"> Application Interview Assessment |

HOW TO APPLY



Closing Date for Applications:

Thursday 2nd May 2024 at 9:00am

Interviews:

W/c 7th May 2024

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at venturerstrust.org and should be returned electronically along with the Equality Monitoring Form by following the instructions at the [Work With Us](#) section of the website.

SAFER RECRUITMENT IN EDUCATION

Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.