



**WE ARE** ASTREA

**KS5 ENGLISH COORDINATOR**

**ST IVO ACADEMY**  
**PART OF ASTREA ACADEMY TRUST**

**APPLICANT BRIEF**





# OPEN LETTER FROM PRINCIPAL, SAM GRIFFIN, ST IVO ACADEMY

Dear Colleague,

Thank you for your interest in St Ivo Academy and the post of Key Stage 5 English Coordinator. This is an opportunity to join a vibrant, successful and supportive department and would be suitable for an experienced colleague.

The English Department is successful, committed and supportive. Teachers have the opportunity to teach across the full range of Key Stage 3-5, dependent upon experience. The department currently consists of twelve teachers and one assigned intervention officer, within a dedicated suite of rooms.

We teach GCSE English Language (AQA), GCSE English Literature (AQA) and A Level English Literature (OCR).

We provide a wide range of extra-curricular opportunities to students in all key stages, such as Harry Potter World trips, author visits and theatre visits.

St Ivo is a large 11-18 comprehensive academy in the town of St Ives, Cambridgeshire. We have around 1750 students with around 350 in our Sixth Form. The academy is 60 years old and is proud of its place within the local community. We are a truly comprehensive and inclusive academy. This is reflected in our approach to all areas of our work. From supporting students preparing for Oxbridge through to working with the most vulnerable St Ivo embraces everyone.

The rapport between staff and students has been central to our success over the years. St Ivo is a happy place to work and to teach. Students here are keen to learn and are well behaved. We are an active and dynamic community who see learning in all aspects of our work: lessons, tutor work, clubs, extra-curricular activities and trips. To get a picture of what we get up to visit our Facebook or Twitter feeds.

Staff development is hugely important at St Ivo. I believe that we are a creative staff that is willing to take risks and experiment with new ideas. We have well established Teaching and Learning groups who lead our CPD work. This includes research work alongside the Cambridge University Faculty of Education as part of the SUPER partnership. Indeed, a large number of staff have undertaken Masters programmes with the faculty over recent years. The scale of the academy means that there are plenty of internal opportunities to broaden your knowledge and to develop your career. The majority of the current SLT have reached their positions through internal promotion. St Ivo is an academy where you can make progress, develop your career and, I hope, enjoy doing it.

St Ives is a delightful town centred around an old river port on the River Ouse. It is well connected being close to both the A1 and A14. Public transport to and from Cambridge (15 miles) is excellent giving access to its fantastic mix of history, culture, shopping and cutting edge technology and business. London is less than an hour by train from either Cambridge or Huntingdon. In addition to this, the area is surrounded by fantastic countryside. We think it is a great place to live, work and raise a family.

Academy performance is well above national average. In 2019 65% of our students gained grade 4+ in both GCSE English and Maths. In the Sixth Form, 46% of A Level grades were A\*B. Our 2016 Ofsted report rated the academy as Good in all areas. It praised the quality of teaching, assessment and leadership. There was



a strong message that this is an academy well positioned for further improvements and a clear move towards Outstanding. As such, this is an exciting time to be joining a rapidly improving, successful academy.

As you will see elsewhere, English is a successful and very popular subject within the academy. This is a great opportunity to join a team of first-rate teachers across the academy and to innovate a curriculum to be amongst the best in the country.

I hope that you will want to find out more about St Ivo Academy and that you will want to apply for the post. If you would like to more information prior to application, you are most welcome to get in touch. Please contact **Ritchie Slack, Head of Department**, email [Ritchie.Slack@astreastivo.org](mailto:Ritchie.Slack@astreastivo.org). If you would like to visit us prior to application, you would be most welcome. Please contact Emillie Newell, PA to the Principal, on 01480 375400, or email [office@astreastivo.org](mailto:office@astreastivo.org) to arrange a visit.

I look forward to receiving your application.

Yours sincerely

**Sam Griffin**

**PRINCIPAL AT ST IVO ACADEMY**



# JOB DESCRIPTION

|                        |                      |
|------------------------|----------------------|
| <b>SALARY</b>          | MPS/UPS (plus TLR 2) |
| <b>CONTRACT TYPE</b>   | Permanent            |
| <b>WORKING PATTERN</b> | Full Time            |
| <b>HOURS PER WEEK</b>  | 32.5 hours per week  |

## Purpose

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

To be responsible for the development of teaching and learning at Key Stage 5.

## Core Requirements of the Post

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Be responsible for leading appropriate curricular development at KS5 to ensure that it is engaging, current and meets any statutory and legal requirements.
- Lead the review and development of schemes of work to fit the KS5 specification, working alongside staff teaching KS5 and lead the team to deliver high standards of teaching at KS5.
- Co-ordinate and encourage the sharing of resources in the department including: running departmental INSET on KS5 linked content as appropriate, implementing new resources, monitoring and reviewing the effective use of resources (including online).
- Examine and review periodically the teaching and learning methods and the materials available in the department, in consultation with colleagues.
- Co-ordinate the updating of KS5 assessment in line with the new whole school assessment policy and procedures. Ensuring that KS5 assessment materials are readily available. Work alongside the Data Officer to ensure that the KS5 mark books are up-to-date and comply with the school's overall assessment policy. Co-ordinate the reviewing, setting and moderating (where appropriate) of KS5 assessments.
- Monitor KS5 homework to ensure that it is in line with department and school policy.
- Work alongside HOD to ensure appropriate use of praise at KS5.
- Ensure effective tracking of student's progress is in place throughout the key stage, working alongside teaching staff to organise and support intervention and revision as required.
- Co-ordinate the reviewing, setting and moderating (where appropriate) of internal KS5 examinations (end of unit tests and assessments, end of year exams and mock exams).
- Ensure that appropriate work is provided for KS5 classes of absent colleagues within the department.
- Assist in department monitoring related to KS5, including Marking Assessment and Feedback, Department Reviews, and learning walks alongside the HOD.
- To undertake any other duties or responsibilities to achieve the purpose of the post as reasonably requested by the HOD.



## Leadership

### Work with the Head of Department to:

- Continue to seek to improve standards of teaching and learning within English.
- Maintain and ensure a high standard of behaviour within the department and support colleagues where necessary.
- Ensure accurate entries for exams.
- Contribute to the strategic planning for the department and to ensure that the academy improvement plan and departmental strategies are closely coordinated.
- To support the HOD with the co-ordination of cover in the event of staff absence.  
To identify training opportunities and research activities to enhance the professional development of all department members.
- Carry out, following consultation, any other reasonable task determined by the HOD, including the necessary leadership required in the event of HOD absence, and representing the department on relevant school working groups where appropriate.

### Pastoral Duties:

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with the pastoral team to ensure the implementation of the academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the academy concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise education according to academy policy.

### Other Professional Requirements:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the academy.
- Maintain an up to date knowledge of good practice in teaching techniques. Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the 'Every Child Matters' agenda.
- Undertake professional development to enhance teaching and students' learning, and
  - apply outcomes and identify impact
  - share outcomes with colleagues
- Take responsibility for professional learning.

**The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**



# PERSON SPECIFICATION

## Experience

- Proven experience of teaching English at KS3, KS4 with excellent classroom management skills
- Proven experience of teaching English at KS5
- Effective classroom teacher

## Education and Training

- Qualified teacher status
- Degree or equivalent
- Evidence of recent and relevant professional development

## Knowledge

- Detailed understanding of planning the KS5 English curriculum
- Detailed understanding of planning the KS3 and KS4 English curriculum to meet exam board requirements

## Skills and Ability

- Ability to communicate effectively at all levels
- Effective interpersonal skills
- Efficient organizer
- Ability to use initiative and prioritise work
- Ability to work to deadlines
- Confident user of ICT
- Experience of monitoring progress of students in English and intervening where necessary

## Additional

- Ability to work as part of a team
- Ability to quickly gain the respect of all students and staff and foster appropriate relationships
- Flexible approach to work
- Committed to academy ethos and direction
- Understanding of Safeguarding Procedures
- High standard of punctuality
- Appointment to the post is subject to satisfactory enhanced DBS check

## This is not exhaustive.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*