



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM

# Lead Practitioner English Recruitment Pack



**GRANGE  
ACADEMY**  
LIBERTAS PER CULTUM



## Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Lead Practitioner of English** for The Grange Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient individual to assist the Head of Department in the robust self-evaluation of teaching and learning and make a significant contribution to improving the quality of teaching and learning within the department. To ensure their own lessons consistently model best practice.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire, admitting students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org).

## JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>JOB TITLE:</b>      | Lead Practitioner of English   |
| <b>RESPONSIBLE TO:</b> | Senior Leadership Team   |
| <b>HOURS:</b>          | Full-Time  |
| <b>SALARY:</b>         | Lead Practitioner Scale 1-5 (£45,7490 - £50,370)   |
| <b>RIGHT TO WORK:</b>  | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance |

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### PURPOSE OF THE ROLE

**The Lead Practitioner will be line-managed by the Senior Leadership Team and will:**

- Demonstrate a passion for education and a desire to improve the life chances of all students.
  - Have the ability to build a culture of continuous learning and development throughout the school community.
  - Adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning.
  - Assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the school.
  - Have the ability to empower their staff to trust in their vision.
  - Maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity.
  - Have experience as a leader with a proven track record of success.
  - Work collaboratively with SLT and members of Future Academies to deliver excellence.
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### MAIN RESPONSIBILITIES AND TASKS

#### **Key Responsibilities:**

- To assist the Head of Department, Vice Principals and Assistant Vice Principals in the development of teaching and learning by contributing to the staff development, induction, ECT and ITT programmes within the department.
- To support staff to make progress on the school's teaching and learning programmes.

- To work with the Head of Maths on the development of consistently good pedagogy across the department.
- To support and coach staff in developing and extending their pedagogic repertoire.
- To contribute significantly to the development of schemes of work within the department.
- To model best practice in ensuring that lessons are well differentiated including providing for the least able and for the most able and gifted students.
- To assist in the strategic planning for students with special educational needs within the department.
- To model best practice in the effective use of student performance data and student and staff target setting so that this impacts on classroom practice and contributes to raising achievement.
- To lead and develop the mentoring programme for early stage teachers within the department and contribute to whole school mentoring.

#### **Curriculum and Assessment:**

- Contribute to a rigorous and inspirational, knowledge rich curriculum.
- Engage with an evidence and research based approach to curriculum development that puts your department at the forefront of innovative curriculum design.
- To contribute to the curriculum to ensure that it meets the needs of all students including SEND, Gifted and Talented and EAL students.
- Work with the Head of Department to ensure that GCSE and exam courses are planned in line with exam specifications.
- Be accountable for student progress in your classes, ensuring that every student achieves better results in line with, or better than, national expectations.
- Track student progress and make intelligent use of data to identify underperformance, plan appropriate support and achieve excellent outcomes for our students.
- Predict student outcomes as required.
- Monitor student progress through formative and summative assessment and ensure assessment records are kept at a departmental level.
- Participate in a range of intervention strategies that are in place to respond to underachievement and to promote best possible outcomes for all students.

#### **Professional Development:**

- Participate fully in the school's CPD programme and INSET days.
- Attend specific CPD and keep up to date with subject specific developments.
- Support and mentor colleagues as appropriate.
- Lead, develop and line manage the department staff, through the provision of CPD, inset training days, supervising ECTs, ITT students and support staff, etc.
- Identify needs and participate in training opportunities in school and within the local authority.

- Participate fully in the school's induction, CPD and appraisal process.

### **Teaching and Learning:**

- Teach consistently high quality lessons and participate in collaborative planning and development, including the sharing of resources and best practice within the department.
- Reflect on the effectiveness of your teaching and adapt accordingly.
- Engage in quality assurance processes and systems.
- Ensure provision for students you teach with individual needs, and develop differentiated learning and teaching methods and resources.
- Keep up to date with developments in pedagogy, research and teaching practice relevant to the department's subject area.
- Teach a timetable as allocated.
- Monitor the work of the department through rigorous and regular lesson observations, book checks and provide detailed, constructive feedback
- Monitor provision for students with individual needs, and develop differentiated learning and teaching methods and resources.
- Keep up to date with developments in pedagogy, research and teaching practice relevant to the department's subject area.

### **Teaching Responsibilities:**

- Teach a timetable as allocated to the Head of Department.
- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets.
- Plan and teach well-structured, differentiated lessons that are not aligned to the school and/or network curriculum and cultivate every student's intellectual curiosity.
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes.
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning.

### **Other Responsibilities:**

- Actively promote the safety and welfare of our students.
- Ensure compliance with the school's data protection rules and procedures. · Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- To undertake, as required, the duties of a form tutor, taking responsibility for the support, guidance and welfare of a group of students.
- To undertake weekly duties as directed, including the supervision of pupils at the beginning of school, during break times and at the end of the school day.

- To follow school policies and procedures as laid down in the staff handbook and guidelines as provided by line managers and the school's senior management team.
- To attend meetings, parents' evenings and other functions, as required by the Principal, within directed time.
- To uphold agreed standards of dress, behaviour and discipline around the school and when supervising pupils outside the school.
- To carry out tasks as reasonably required by the Principal.

## SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

*No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.*

## PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

|   | Essential  | Desirable  |
|---|--|--|
| <b>TEACHING, QUALIFICATIONS AND SCHOOL EXPERIENCE</b> | <ul style="list-style-type: none"> <li>● degree</li> <li>● teaching qualification</li> <li>● experience in leadership</li> <li>● commitment to own self development</li> </ul>   | <ul style="list-style-type: none"> <li>● higher qualification in education and/or management</li> <li>● curriculum and pastoral experience</li> </ul>            |
| <b>EDUCATIONAL LEADERSHIP AND MANAGEMENT</b>          | <ul style="list-style-type: none"> <li>● successful leadership</li> <li>● developing and implementing strategies for raising achievement and achieving excellence for students, staff and themselves</li> <li>● school development planning and evaluation</li> <li>● data analysis and target setting</li> <li>● using evidence-based information about effective learning and assessment for learning</li> <li>● resource and financial management, monitoring and evaluation</li> </ul> | <ul style="list-style-type: none"> <li>● change management</li> <li>● leading a school from one Ofsted category to another (e.g. Good to Outstanding)</li> </ul> |

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|--|---|--|
| <p><b>PERSONAL AND PROFESSIONAL QUALITIES</b></p>      | <ul style="list-style-type: none"> <li>● provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its centre</li> <li>● work in partnership with the local governing body and the wider Trust in taking the school forward</li> <li>● lead by example to inspire, motivate, influence and empower staff and students</li> <li>● through personal commitment, maintain and develop the GLT ethos of diversity, inclusivity and equality of opportunity</li> </ul>  | <ul style="list-style-type: none"> <li>● work in partnership with colleagues across a multi academy trust or with external providers of support and advice</li> <li>● understanding of own strengths and areas of development</li> </ul> |
|  | <ul style="list-style-type: none"> <li>● set priorities and agree and achieve ambitious goals and targets</li> <li>● work collaboratively with others, delegating appropriately</li> <li>● create an environment in which staff accept their responsibility for students' learning outcomes</li> <li>● seek and act on feedback from others, including work colleagues and governors</li> <li>● build and maintain effective relationships and communicate appropriately with governors, staff, students and parents</li> <li>● develop, maintain and extend appropriate partnerships with the local council, other schools, children's services, parents and the local community</li> <li>● demonstrate emotional resilience, empathy and flexibility when dealing with challenge</li> <li>● ability to maintain strict confidentiality of information received and processed as part of the job role</li> </ul> |  |
| <p><b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b></p> | <ul style="list-style-type: none"> <li>● extensive subject knowledge</li> <li>● current curriculum issues</li> <li>● ability to positively influence the work of individuals within the Science team</li> <li>● ability to motivate students and staff</li> <li>● excellent organisational skills</li> <li>● effective strategies for maintaining and developing high standards of attainment, behaviour and attendance</li> <li>● principles and practice of educational inclusion, diversity and access</li> <li>● developing choice and flexibility to meet the learning needs of every student</li> </ul>   |  |

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|--|---|--|
|  | <ul style="list-style-type: none"><li>• legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation</li></ul> |  |
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## NOTES TO APPLICANTS

### GENERAL TERMS & CONDITIONS

The employer for this post is The Grange Academy.

The successful post holder will be based at The Grange Academy, London Road, Bushey, WD23 3AA.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

### APPLICATION PROCESS

#### 1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **8<sup>th</sup> January 2023**. Applications after this date will not be considered.

#### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

#### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

#### 4. Taking up the post

The successful candidate will take up the post as soon as possible.

#### 5. Additional information

For further information please email [HRenquiries@futureacademies.org](mailto:HRenquiries@futureacademies.org) and a member of the HR team will contact you.



## **6. Safeguarding**

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.