



## **Job Application Pack Lead Teacher of English**

Required From: September 2021  
Permanent, Full Time  
Salary: MPS/UPS plus TLR2B

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Merrill Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with 900 students on roll. We are over-subscribed in every year group, which reflects the high esteem our families hold the academy in. We serve our local community proudly, with inclusion at the heart of all we do, ensuring our young people have the very highest aspirations. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





## Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Trent Academy



The Bluecoat Trent Academy (BTA) will open its doors in September 2021 for the founding cohort of Year 7 pupils. BTA will be an 11-16, non-faith school. It is anticipated that this will be six forms of entry, growing to 8 in subsequent years. The new academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will for the first two years be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

## Lees Brook Community School



## Lees Brook Community School

Lead Believe Create Succeed

Lees Brook Community School (LBCS) based in

Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in both Duke of Edinburgh and its vibrant Arts offer including Dance, Drama and Performing Arts.

## Merrill Academy



**MERRILL  
ACADEMY**

Merrill Academy in Derby offers a broad curriculum designed to engage and challenge its students. The academy has 838 students and places a strong emphasis on positive relationships, promoting independence, equality, resilience, and consideration for others. Situated in the heart of the City of Derby it serves a busy and diverse local community.

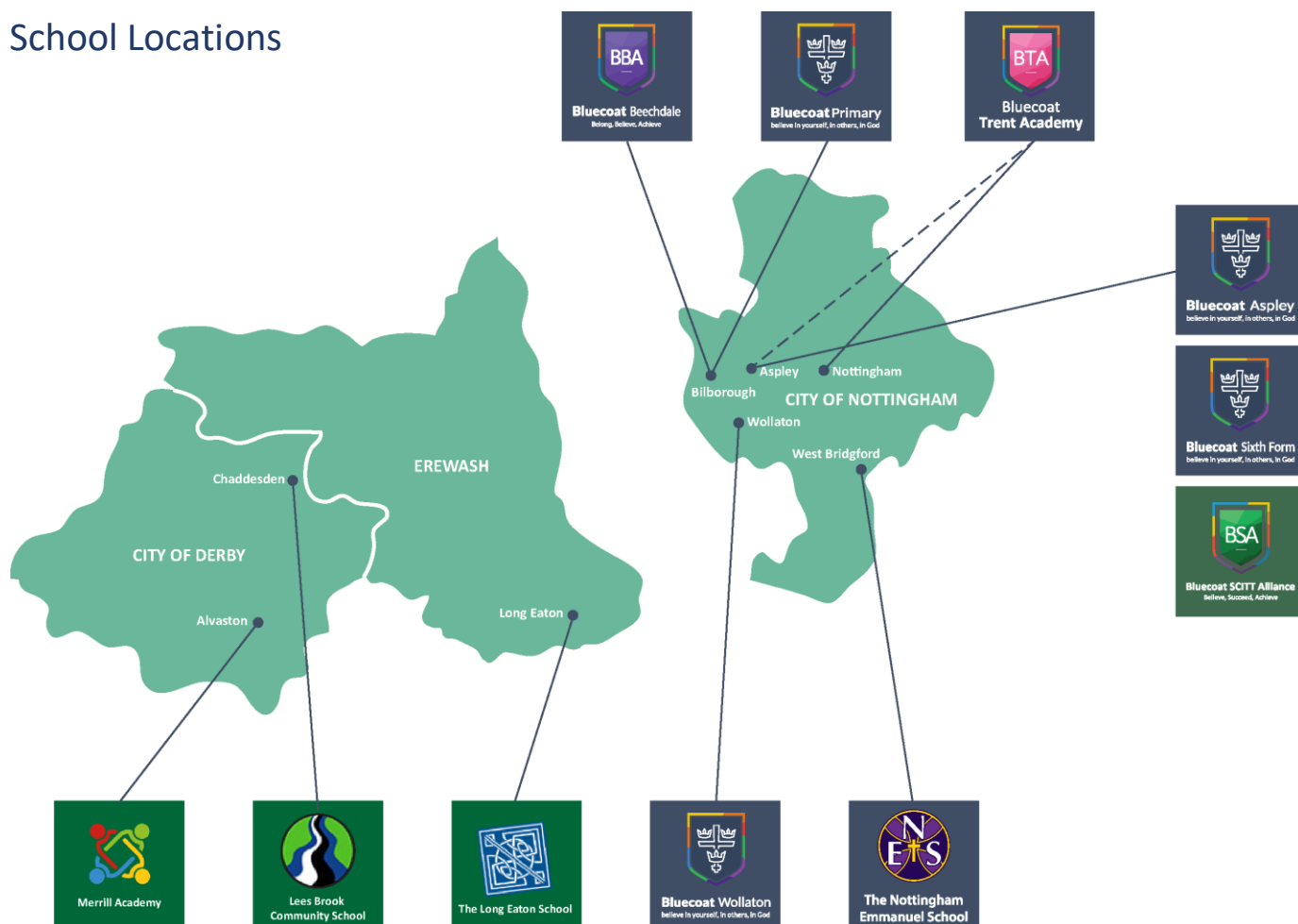
## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.





## School Locations



## Welcome from the Principal

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.



We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **'Good'** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. The Ofsted inspection team made the following observations:

*"All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper."*

*"Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations."*

*"Extra-curricular opportunities are extensive and exemplary."*

*"The school has a clear behaviour policy, which sets high standards for pupils' conduct."*

**Ofsted, February 2017**

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.

As Principal, I am passionately committed to excellence for all. I believe that all students have three fundamental rights when they come to school: The right to feel happy, the right to feel safe, and the right to learn. We make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and attitudes to learning following role modelled behaviours from our staff. We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. A similar commitment to increasing the cultural capital of our students is vital.

## The Vacancy

We are seeking to appoint an outstanding practitioner to support the Head of English in modelling and leading the development of teaching and learning for the English curriculum at Bluecoat Beechdale Academy. Applicants should demonstrate clear views on how to promote English across the Academy and propose clear strategies as to how standards can be raised. Excellent communication skills and the ability to build effective staff teams are paramount in order to provide the best opportunities for students will be vital.



This role would suit an experienced teacher of wishing to develop their experience and curriculum management skills.

Whilst employed to work predominantly at our Bluecoat Beechdale Academy, there may be a requirement for the post holder to work across any of the sites that comprise Bluecoat Academies Trust in accordance with the needs of the Trust.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

## Applications

For more information about Bluecoat Beechdale Academy and the vacancy, please visit [www.bluecoatbeechdale.co.uk/vacancies](http://www.bluecoatbeechdale.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Friday 21<sup>st</sup> May 2021**

**Interview Date: Monday 24<sup>th</sup> May 2021**

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) or telephone 0115 913 5211.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



**Working together, transforming lives**

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Job Description

<b>POST TITLE:</b>	LEAD TEACHER OF ENGLISH
<b>GRADE:</b>	MPS/UPS plus TLR2B
<b>MAIN PURPOSE:</b>	Teaching Contributing to the leadership and management of the Faculty Promoting the highest standards of behaviour in order to promote a calm working environment in the Academy, and to create an atmosphere conducive to learning
<b>RESPONSIBLE TO:</b>	Subject Leader Of English
<b>RELATIONSHIPS WITH:</b>	MAT Wide Senior Leaders Heads of Subjects Lead Teachers Teaching Colleagues Year Leaders Local community and educational providers SENCo / Teaching Assistants Support Staff Parents/Stakeholders

### General Responsibilities

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team

### Introduction

The Lead Teacher is responsible for aspects of teaching and learning in the subject Faculty throughout the Academy alongside the Head of Subject. This involves the leadership and support of the staff as well as the management, organisation and administration of the work of the Faculty. The Lead Teacher has a duty to promote high quality in all aspects of the work of the team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations. Lead Teachers are expected to contribute to the general management of the Academy in a number of ways. These include:



- Advising the senior staff with responsibility and oversight for the subject on matters concerning the curriculum and the Faculty, including timetabling
- Taking part in the selection and appointment of staff
- Participating in whole school policy and decision making processes
- Contributing to whole school and cross-curricular initiatives

In supporting the management of a Faculty at Archway Learning Trust, importance is attached to:

- Team work
- Open consultation and participation in decision making
- Good communication
- A mutually supportive approach - sharing responsibility, success and problems
- Exercising positive leadership with students
- Maintaining high personal and professional standards
- Being forward looking and anticipating change

#### Main Responsibilities

- 1) Teach students of the full range of age and ability;
- 2) To take responsibility as form tutor for the pastoral care of a tutor group, including liaison with parents and supporting the ROA process for individual students
- 3) To attend and take part in Academy assemblies and acts of worship
- 4) To contribute towards the maintenance of good discipline in the Academy by following all agreed policies and routines and through membership of duty teams
- 5) To contribute to the development of Academy policy and apply this in practice
- 6) To be willing to accept reasonable changes in responsibility or teaching commitment according to experience, expertise and the needs of the Academy
- 7) To contribute to extra-curricular activities
- 8) Follow Academy and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings;
- 9) Take part in departmental activities such as trips;
- 10) Undertake such departmental responsibilities as are delegated by the Head of Subject;
- 11) Carry out a share of supervisory duties in accordance with published rotas;
- 12) Set and mark home learning in accordance with Academy and departmental policies;

As Lead Teacher you are responsible to the Principal through the Head of Department for the subject:

1. Teaching and learning;
2. Curriculum development of Key Stage 3;
3. Leading and managing staff;
4. Leading on Continual Professional Development;
5. Student attainment, achievement and intervention;
6. Undertaking specific tasks as negotiated with the Head of English
7. The implementation of whole school policy and practice;
8. Contributing to whole school and wider community development;
9. Undertaking professional duties and administrative tasks as reasonably delegated by the Principal;

#### Teacher Responsibilities

- 1) Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work;
- 2) Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs, and gifted or talented students. They should be aware of, and take proper account of the strategies agreed in IEPs (Individual Education Plans) and IBPs (Individual Behaviour Plans);
- 3) Keep an attendance register of students in every lesson and following up absence when necessary;

- 4) Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
- 5) Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback;
- 6) Be able to make use of the performance data available in the Academy in order to determine how much progress their students are making;
- 7) Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning;
- 8) Make an active contribution to implementing the policies and aspirations of the Academy and Trust;
- 9) Be effective professionals who challenge and support all students to do their best;
- 10) Set and maintain high expectations for student behaviour;
- 11) Set a good example to students, for example in terms of appropriate dress, standards of punctuality and attendance;

#### General Notes

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

#### Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

#### Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant 'A' Levels (or equivalent) and degree;</li> <li>• Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree (2:1 or better);</li> <li>• Able to teach Key Stage 5.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a relevant subject area in comprehensive schools across the full age and ability range to GCSE Level</li> <li>• Experience of working with students of a wide range of abilities.</li> <li>• Experience of leading a staff team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an Academy, Technology College or other specialist school environment</li> <li>• completion of leading from the middle or similar CPD</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism(s)</li> <li>• The integration of ICT into all courses</li> <li>• An understanding of leadership and management in schools</li> <li>• The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li> <li>• Statutory National Curriculum requirements at the appropriate key stage;</li> <li>• The monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</li> <li>• The positive links necessary within the Academy and with all its stakeholders;</li> <li>• Effective teaching and learning styles.</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• An ability to work in collaborative partnership with the full range of people associated with the school - staff, parents, governors, community, business, Diocese and LA;</li> <li>• An ability to work within and support teams</li> <li>• Ability to use innovative, active teaching methods;</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to offering effective extra-curricular activities</li> <li>• Leading teaching and learning across all ages ranges</li> <li>• leading the implementation of new methods of teaching and learning</li> <li>• working with students with special needs or who are Gifted and Talented</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to use ICT as a learning/admin tool;</li> <li>• Effective communication skills, written and verbal;</li> </ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• An empathy for children from a wide variety of social and cultural backgrounds;</li> <li>• Ability to support the important Christian values of the Trust;</li> <li>• A willingness to work hard with enthusiasm and vision;</li> <li>• Tact and sensitivity;</li> <li>• Integrity and good judgement;</li> <li>• A sense of humour</li> <li>• Confidence, independence and flexibility;</li> <li>• Able to motivate self and others;</li> <li>• Calm under pressure;</li> <li>• Good organisational skills;</li> </ul>	