



FIVE ACRES HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Five Acres High School,
Beech Avenue,
Coleford,
Gloucestershire GL16 7QW

Telephone: 01594 832263

Email: admin@5acreshighschool.co.uk



Dear candidate

Thank you for your interest in the role of **Literacy Specialist at Five Acres High School. We are looking to appoint a second proactive individual to partner with our established specialist on a job share arrangement (2 or 3 days per week).** We are looking for a committed professional who is passionate about education and invested in supporting our students to be as successful as possible. This is an excellent opportunity to join a successful forward-looking school, set in a dynamic community and maintain a great work-life balance. Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable.

Five Acres High School is one of the top 3.5% of schools nationally for progress and sits within the top 100 schools nationally in The Fairer Index list. It is also a designated lead setting for the RISE Attendance and Behaviour Support Programme. This is a school that will give you an opportunity to demonstrate you are remarkable and give you the best chance of success. Our values are ambition, confidence, creativity, determination and respect; we pride ourselves on ensuring students work towards our mission which is to encourage students to 'Aim High, Work Hard and Be Kind'.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Our Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Five Acres High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Dawn Pearse, dpearse@5acreshighschool.co.uk.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Phelps', enclosed in a light grey rectangular box.

Simon Phelps, Headteacher

ABOUT OUR SCHOOL

At Five Acres High School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Five Acres a better chance of personal and academic success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Our school maintains high expectations, with a strong focus on staff development and strong behavioural expectations and routines embedded within the school. This allows teachers to focus on planning and delivering excellent lessons which enable all students to make progress and feel successful. Our school is focused on enabling students to develop into well-rounded young adults who are instilled with the school's core values of ambition, determination, respect, creativity and confidence. We add to this through our Character Education programme as well as our embedded practices such as our reading programme and knowledge rich curriculum.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

TERMS AND CONDITIONS

CONTRACT

Permanent - Job Share

SALARY

- Salary calculated in line with Unqualified Teacher pay scale, points UQT1 - UQT6. Actual FTE salary £22,601pa - £35,259pa
- Consideration will also be given to applicants with QTS status. In this case, the pay scale will be MPS 1 - UPS3. Actual FTE salary £32,916 - £51,048pa but will have additional teaching responsibilities. Please contact Dawn Pearse, HR Manager on dpearse@5acreshighschool.co.uk for further information.

HOURS OF WORK

The full time role is 32.5 hours per week (6.5 hours per day) and we are looking for someone to work 2 or 3 consecutive days per week ideally working between Monday - Wednesday or Wednesday - Friday. This will allow an opportunity for handover.

PLACE OF WORK

Five Acres High School, Beech Avenue, Coleford, Gloucestershire GL16 7QW.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

- Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Literacy Specialist
Responsible to:	SENDCo
Responsible for:	N/A

ROLE OVERVIEW

To facilitate and support high quality teaching and effective use of resources to bring about improved standards of achievement for all students in English.

MAIN DUTIES AND RESPONSIBILITIES

- To effectively run and manage the literacy carousel.
- Teach direct instruction and corrective reading programme
- Teach ReadWriteInc Phonic programme
- Create and regularly review and update the Literacy curriculum
- Teach small intervention groups alongside the English curriculum as directed by the Head of Department
- Work alongside the Reading Co-ordinator to complete whole school NGRT reading tests
- Analyse data and set targeted homework according to each individual student.
- Track and monitor progress of all students and have close liaison with teachers to ensure students are improving
- Use effective strategies to promote positive values, attitudes and behaviour of students
- Create a positive learning environment to give the students in your care relevant curriculum and learning experiences
- Provide teaching support for the English curriculum
- Have sufficient understanding of your area of expertise to support the development, learning and progress of students
- Communicate effectively and sensitively with students, colleagues and parents/carers
- Develop and maintain effective partnerships with parents and colleagues to promote students' learning
- Support all colleagues by sharing best practice
- Provide information about targets, achievements and progress for annual reviews

- Contribute to maintaining, analysing and interpreting relevant student data to inform your practice and report to SENDCo to influence policy and practice.
- Contribute to ISPs and keep teaching staff aware of targets and strategies
- Improve your own knowledge and practice through continuous reflection, training and responding to advice/feedback to influence improvement in student attainment.
- Know how to use relevant technology to support your professional activities
- Attend team meetings and work with the team during Inset days and staff meetings as appropriate.
- Manage and be responsible for a tutor group
- Ensure displays are current and stimulating.

TEACHING, LEARNING AND STUDENT PROGRESS

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Bromcom, registers
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.
- To actively engage with the DDI process.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.

- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

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
Qualifications and training		
Good Hons. Degree.	x	
Consideration will be given to applicants that hold QTS		x
Willingness to undertake further CPD.	x	
Relevant postgraduate studies.		x
Evidence of wider professional development		x
Skills and experience		
An outstanding classroom practitioner	x	
Able to identify strengths and weaknesses in students and act appropriately	x	
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive & effective	x	
An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues	x	
Knowledge of strategies to inspire and improve outcomes for students	x	
The knowledge and vision to put strategies into practice to meet current and future challenges	x	
Outstanding organisational skills to ensure efficient and effective operation	x	
Confidence and experience in the use of ICT for learning, teaching and admin	x	
Excellent logistic and organisational skills	x	
Experience of implementing systems and processes to aid learning, teaching and student development		x
Proven experience of maximising student outcomes at all levels		x
Personal attributes		
A willingness to become involved in all aspects of school life	x	
A commitment to high standards and expectations	x	

High levels of professional integrity	x	
The ability to work independently and have a willingness to take tough decisions	x	
Able to face challenges and be adaptable to change	x	
A commitment to sustaining and raising achievement, attainment and aspirations of all students.	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Sunday 10 May 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held asap and dates to be confirmed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post ASAP



**GREENSHAW
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