



**Outcomes Focused, Child Centred**



**Second in English  
Recruitment Pack**

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## Welcome from the Chief Executive

On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.

We are unwavering in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

## Welcome from the Principal



Thank you for taking the time to look through our recruitment pack for a Second in English at Kearsley Academy.

Kearsley Academy has undergone a fantastic transformation over the last four years; strong and stable leadership from the Trust as well as a committed senior leadership team and amazing teaching and support staff has resulted in an Academy that has moved from being a poor performer to one of the best performers both in the local authority and nationally in respect of progress made by students attending the academy.

Our vision is that **“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care”**. I can genuinely say that

this vision is shared by all the team at Kearsley Academy, with no excuses and no exceptions. We have high expectations for our students, regardless of social background or their starting point in academy life, and through driving quality teaching and learning in the classroom, recruiting and retaining outstanding staff and maintaining a relentless focus on standards, we are able to drive outcomes for our students which are reflected in GCSE results at 4+ and 5+ in the core subjects well above the national average.

Whilst our drive for outcomes is paramount, we also understand that we often work in a challenging environment; the school has a high level of pupil premium children, children with special educational needs, and children with other challenges within our care. We have a dedicated non-teaching inclusion team on site offering a high level of pastoral care and working with external agencies and the local community to assist children not only in achieving good academic outcomes, but also developing them as people who understand and engage with the communities around them. Central to this is our Praise culture; pupils celebrate each other's work on 'Proud Thursdays'. During lessons, pupils take the initiative and applaud each other's achievements, and this helps them to feel a sense of motivation and develop a can-do approach to learning.

It's not just our learning and inclusion professionals who get involved at Kearsley, we have a strong experiences programme to ensure that all children benefit from great school activities or days out. We have a strong enrichment programme with clubs and activities on offer after the school day is finished. Our support staff regularly get involved in these activities, as well as playing a core role in school initiatives such as reading with the children or taking part in break duties, and are involved in and supported by whole school systems such as our expectations for learning policy.

Kearsley Academy has received numerous local and national accolades in recent years, but perhaps the best one we've had is from our pupils; they told our recent OFSTED inspection team that “they feel safe at school, and are happy and proud to attend this school”.

Thank you for reading, and once again, welcome to Kearsley!

**Mr. Andrew Newton**

Principal, Kearsley Academy

# Northern Education Trust

## Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

### The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

# Northern Education Trust

## NORTHERN Model for School Improvement

**N**o Exceptions and no excuses / Aspiration & compliance / The 80/20 model

**O**utstanding leadership / Outcomes focused / Vision and values – with integrity

**R**elentless focus on standards / RAG and STEPS

**T**eaching and learning / Quality in the classroom

**H**igh expectations / Behaviour policy, staff performance

**E**nrichment / Curriculum and beyond

**R**ecruitment, retention and staff development

**N**etwork development and system leadership

## The Application Process

The Trust seeks highly motivated and professional individuals to work for us. You must have a passion and commitment to improving the life chances of our students. Vacant posts are advertised on our website and a Trust application form must be submitted for these posts.

We are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and well-being of our students.

All applications must be made through our online portal. We are unable to accept CV's or applications made postally. The link to apply is shown at the bottom of the Job advert on page 9.

Successful candidates will then be contacted to attend for an interview. Dependent on the position applied for will determine this process. For teaching applicants there will be a requirement to be observed teaching a lesson and then interviewed by a panel of three academy staff.

Non-teaching applicants will be required to complete a task and then interviewed by a panel of three academy staff.

After interview the successful candidate will be contacted, start date confirmed and a conditional offer letter sent out, subject to our safer recruitment practice.

## Where to Find Us



### Directions to Kearsley Academy

From the M60, either direction exit at junction 15, take the M61 exit to Preston/Wigan/Bolton. Keep right at the fork to stay on M61, follow signs for A666. Take the A6053/A666 exit towards Farnworth/Kearsley. At the roundabout, take the 3<sup>rd</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

From the M61, exit at junction 3, take the A6053/A666 exit to Farnworth/Kearsley. At the roundabout, take the 3<sup>rd</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

From Bolton via St Peter's Way A666, take the exit signposted for Kearsley/Preston/M61. At the roundabout take the 1<sup>st</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

### Contact Details

Kearsley Academy  
Springfield Road  
Kearsley  
BL4 8HY

Phone: 01204 332555

Email: [kearsley.enquiries@northerneducationtrust.org](mailto:kearsley.enquiries@northerneducationtrust.org)

Web: <https://ka.northerneducationtrust.org>



## Job Advert

**Post:** Second in English

**Contract Type:** Permanent (starts 01/09/2023)

**Salary Range:** MPS1 – UPS3 + TLR2A (£28,000 - £43,685 + £3,017)

**Working Type:** Full Time

**Base:** Kearsley Academy

Please note: the post holder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the rehabilitation of offender's act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Northern Education Trust is a not-for-profit education charity, operating within the North East and North West of England, and works with schools by invitation only. It was formed in 2012 and currently sponsors 22 Academies – 10 primary and 12 secondary – making it one of the largest Multi Academy Trusts in the North of England. All of the Trust's primary schools are rated either Good or Outstanding by Ofsted, as are all the Trust's secondary schools which have been inspected whilst sponsored by NET.

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

We are seeking to appoint a Second in English

Main Duties include:

- The role of Second in Department will involve co-leading your subject area to ensure outstanding outcomes for students. This includes Learning and Teaching, curriculum provision, standard of attainment and behaviour and safety within the department
- As Second in Department you will work collaboratively with the Head of Department to provide a vision for developing literacy across the curriculum
- You will provide highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in your subject and are provided with the skills they need to be successful in both the academy and their future lives
- You will demonstrate outstanding learning and teaching in these areas, both in your own practice and leadership of others
- The teaching of students and the associated pastoral and administrative duties in respect of those students in accordance with the aims and objectives of the academy
- Any additional duties as may be required from time to time by the Principal
- To support the Head of Department in the development of your subject both in the Communication Learning Centre and across the academy
- To monitor and evaluate the curriculum
- Curriculum innovation

In order to apply for this position, please visit:

<https://northerneducation.octo-firstclass.co.uk/candidates/account/login/152076?aisId=12&rmlId=3361&src=3>

*In accordance with Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.*

*The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and well-being of our pupils.*

*For more information, please contact [m.field@northerneducationtrust.org](mailto:m.field@northerneducationtrust.org)*

*Closing date: 17<sup>th</sup> April 2023*

*Due to the nature of the role, should suitable candidates apply, we reserve the right to recruit and close for further applications.*

## Job Description

<b>Job Title:</b>	Second in Department (English)		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Head of Department	<b>Grade:</b>	MPS1 – UPS3 + TLR2A
<b>Service responsibility:</b>		<b>Salary:</b>	£28,000 - £43,685 + £3,017
<b>Additional:</b>		<b>Term:</b>	Whole Time

### JOB PURPOSE

- The role of Second in Department will involve co-leading your subject area to ensure outstanding outcomes for students. This includes Learning and Teaching, curriculum provision, standard of attainment and behaviour and safety within the department
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- Curriculum innovation

### JOB SUMMARY

1. Teaching the students assigned to you according to their educational needs, including the setting and marking of work to be carried out by the students in the academy or elsewhere
2. Assessing, recording and reporting on the development, progress and attainment of all students
3. Consistently applying the academy's behaviour policy at all times
4. Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her
5. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions
6. Completing the academy's tracking systems
7. Making records of and reporting on the personal and social needs of students
8. Communicating and consulting with the parents of students
9. Communicating and co-operating with relevant persons or bodies outside the academy
10. Participating in meetings arranged for any of the purposes described above

11. Participating in arrangements within the academy's policy for Performance Management
12. Reviewing from time to time his/her methods of teaching and programmes of work
13. Participating in arrangements for his/her further training and professional development as a teacher and manager
14. Advising and co-operating with the Principal, Subject Directors, Head of Department and other teachers (or any one or more of them) on the preparation and development of courses of study, for all students, appropriate teaching materials, schemes of work, methods of teaching and assessment and pastoral arrangements
15. Responding to the Code of Practice for Special Educational Needs, in accordance with the academy's policy
16. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised Academy activities elsewhere
17. Ensuring that the Academy's Child Safeguarding Policy is followed where there may be a concern
18. Ensuring that personal knowledge of the academy's health and safety policy is updated and the practices are in accordance with it
19. Participating in meetings at the academy as required
20. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations
21. Recording and reporting such assessments
22. Participating in arrangements for students' presentation for and supervision during such examinations
23. Contributing to the selection for appointment, induction and personal development of all staff
24. Co-ordinating or managing the work of supporting staff or volunteers
25. Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and Performance Management of staff as directed by the Principal
26. Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons, providing support for the teachers in the academy and the ordering and allocation of equipment and materials
27. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions
28. Support the Head of Department to ensure teachers in your subject area consistently deliver good or better lessons and maintain positive learning environments
29. Support the Head of Department in implementing the long term vision
30. Plan schemes of learning and lessons for department at Key Stage Three, Four and Five which are engaging and relevant to students' needs and interests
31. Develop new innovative approaches for learning utilising ICT and new resources
32. Track and monitor student performance across your area of responsibility
33. Ensure marking is regularly carried out in your area in accordance with academy marking policy and use assessment for learning to regularly share levels of achievement with students and parents
34. Report regularly to your line manager on current performance and develop intervention strategies to continually improve performance and achieve outstanding results
35. Support and promote the professional development of teachers, providing training, mentoring and coaching where appropriate
36. Maintain the highest standards of professionalism and consistently apply academy systems
37. Adhering to Academy and Trust policies and procedures

**GDPR**

38. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

## Person Specification

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	A honours degree	E	✓	
2.	A teaching qualification together with Qualified Teacher Status (QTS)	E	✓	
<b>EXPERIENCE</b>				
6.	Evidence of your students achieving excellent exam results (FFTD or better)	E	✓	
7.	Knowledge of teaching, learning and assessment to at least KS3/4, preferably KS5	E	✓	✓
8.	A good understanding of curriculum developments in your subject area	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Able to use a range of teaching and learning strategies	E	✓	✓
11.	Commitment to high standards in all aspects of the academy's work	E	✓	✓
12.	An understanding of how Assessment for Learning can improve student performance and how to embed this within your department	E	✓	✓
13.	Confidence in the use of standard computer packages and how these can be used to enhance student learning	E	✓	✓
14.	Able to use student level data to raise standards	E	✓	✓
15.	Enthusiasm for your subject	E	✓	✓
16.	Creative problem solving together with willingness to take on and develop and try new approaches and ideas	E	✓	✓
17.	Ability to relate to students in a pleasant and sympathetic manner and to recognise potential safeguarding issues	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
18.	Able to communicate both orally and in writing to students and their parents	E	✓	✓
<b>PERSONAL QUALITIES</b>				
20.	Pleasant and friendly manner	E	✓	✓
21.	Polite and punctual	E	✓	✓
22.	Reliable	E	✓	✓
23.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy.	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**Chief Executive: Mr R Tarn**

Northern Education Trust  
c/o Thorp Academy  
Main Road  
Ryton  
NE40 3AH

**Phone:** 0191 406 6383

**Email:** [public.enquiries@northerneducationtrust.org](mailto:public.enquiries@northerneducationtrust.org)

**Web:** [www.northerneducationtrust.org](http://www.northerneducationtrust.org)