

## Candidate Briefing Pack

### Insert Role: Nuneaton Academy



Dear applicant,

***Who can know the limits of any child's potential?***

All of us at Nuneaton Academy firmly believe that every child is a special individual, capable of extraordinary things and deserving of an excellent education. Nuneaton Academy will become a beacon of educational excellence, unwavering in its commitment to nurturing young minds and bringing out 'the best in everyone.' Working with us means **being part of one of the most transformational school improvement journeys in the country**. We foster a respectful culture, where kindness and courtesy are the cornerstone of every interaction. We are resolute, looking for people who exhibit unwavering dedication to the growth and success of our students; showing determination through hard work.

***"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has." - Margaret Mead***

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. Our central, regional and cluster teams ensure that technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that school leaders can focus on educational leadership. United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin.

If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply. We welcome the opportunity for prospective applicants to visit us and we invite you to get in touch with any questions you may have ahead of submitting your application.

Thank you so much for considering a post with us.

We look forward to hearing from you.

**Mark Dalton**  
**Principal**  
**Nuneaton Academy**



### More pay

- We pay an average of 5% above national scales – the best rates of pay in the sector.
- We offer starting salaries of £39,500 in Inner London, and £32,850 nationally.
- We offer a health cash plan giving you money towards essential medical treatment.
- Our staff discount scheme saves you money on supermarket shopping, gym memberships, holidays and more.



### More time

- All our academies start every term with an additional INSET day set aside for your own planning (in addition to the usual five INSET days - giving you eight in total).
- At least one guaranteed paid personal day each year, to use as you want.
- We offer opportunities for flexible working.



### More support

- We provide high quality training and development for every stage in your career.
- Every teacher benefits from a bespoke development plan to support your progression and aspirations.
- We give you access to a high-quality curriculum with excellent resources.
- Benefit from support from expert subject advice.
- Access to a comprehensive wellbeing programme, providing support with issues from legal and financial to family and housing; access to free counselling; and other wellbeing support.

## About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

**AMBITION** – to achieve the best for ourselves and others.

**CONFIDENCE** – to have the courage of our convictions and to take risks in the right cause.

**CREATIVITY** – to imagine possibilities and make them real.

**RESPECT** – for ourselves and others in all that we do.

**ENTHUSIASM** – to seek opportunity, find what is good and pursue talents and interests.

**DETERMINATION** – to overcome obstacles and achieve success.

## Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- **THE BEST FROM EVERYONE**
- **POWERFUL KNOWLEDGE**
- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**

## Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

## Benefits

- Perkbox - access to resources such as a discounted shopping platform and wellness hub including discounted gym membership
- Access to a dedicated employee assistance counselling and advice line
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments and optical services (eligible after 6 months service)
- Cycle to work scheme
- Car lease scheme
- LGPS Pension

## Job Description – Second in English

**Directly reporting to:** Head of English

**Indirectly reporting to:** Principal

**Salary:** £35,000 to £51,000 (UL pay-scale) + TLR

### Overall Job Purpose:

- To support the CAL in ensuring that Nuneaton Academy students succeed in the acquisition and development of English language and literature skills and gain appropriate qualifications in the subject/s in the curriculum area.
- To ensure that staff teaching in the curriculum area are well supported in achieving this, with a focus on Entry Level Teachers in particular
- To ensure evaluation and development of the curriculum in English is rigorous and appropriate

### Key responsibilities:

- Writing, monitoring and revising schemes of work across the key stages
- Delegating the design of schemes of work to appropriate staff and carrying out QA on this
- Leading the staff in evaluating their own planning and that of the department
- Leading the staff in ensuring continual development of the curriculum, including enrichment
- Leading on the department's Independent Learning policy
- Acting as a subject mentor for ELTs
- Deputising for the CAL at meetings if required
- Keeping up to date with subject development.
- Carrying out QA related to curriculum content, including work sampling and moderation.
- Modelling outstanding to good practice in quality of Teaching and Learning.
- Providing leadership in terms of classroom management and behaviour for learning in the classroom and beyond.
- Demonstrating sound self evaluation practices.
- Work collaboratively and cooperatively with Middle Leaders and the Senior Leadership Team in promoting high expectations and standards.
- Generally and specifically promoting development and improvement in literacy, supporting the Literacy Team in leading whole school language and literacy policy.

### General Accountabilities:

#### Teaching and Learning

- To be a model of outstanding teaching practice
- To contribute to the monitoring of teaching through coaching and mentoring of staff
- To secure and sustain effective teaching of the subject through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the academy's Teaching Review cycle
- To teach a timetable within your specialism appropriate to the demands of the role and the need of the academy.

- To ensure that all students make academic progress, regardless of each student's needs, and liaise with relevant staff to ensure each student is fully supported and making rapid progress.

### General

- To undertake such other duties from time to time as directed by the Principal in line with the developing needs of the academy and in relation to the School Teachers' Pay and Conditions Document
- To undertake duties in compliance with the School Teachers' Pay and Conditions Document and with academy and UL policies
- To have a high profile and presence around the academy in order to model appropriate expectations for staff and students

### Supporting the Academy

- Provide consistent and effective support for colleagues in line with the responsibilities of this role
- To contribute to the smooth and effective running of the academy on a day to day basis
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Recognise own strengths and expertise and use these to advise and support others

### Performance Management

- To participate fully in the academy's Performance Development process
- Attend relevant INSET training

### Academy Policy

- Contribute to development of, and adherence to, academy policy
- Support the academy vision and ethos

### Personnel

- Communicate effectively to all members of the team
- Work collaboratively with other staff

This post may involve occasional evening and weekend work and we aim to work flexibly with our staff.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used; in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. Elements of this job description and changes to it may be negotiated at the request of either the line manager or the incumbent of the post.

Please note this post is also subject to a full DBS check under the safeguarding of children in education policy.

## Insert Job Role - Person Specification

App – Application Form

Int – Interview

	Essential	Desirable	Method of Assessment*
<b>EDUCATION/QUALIFICATIONS</b>			
A degree or equivalent in at least one of the subjects to be taught.	X		App
To be of Qualified Teacher Status.	X		App
Excellent understanding of high-quality approaches to the planning and delivery of engaging and challenging English lessons	X		Int
A track record of effectively leading/motivating pupils and staff and developing team approaches		X	Int
Experience of teaching a range of specifications at GCSE.	X		Int
Experience of teaching a diverse student body.	X		Int
Knowledge of current pedagogical thinking regarding cognitive science.		X	App / Int
Experience of supporting teachers to improve their teaching practice	X		Int
An understanding of relevant legislation concerning Safeguarding.	X		App / Int
<b>KNOWLEDGE AND EXPERIENCE</b>			
Excellent subject knowledge and ability to teach at all key stages	X		App & Int
Excellent communication skills	X		App & Int
Excellent organisational skills/administrative skills	X		App & Int
Working knowledge of common ICT applications	X		Int
Sustained track record of examination success at GCSE and/or A level	X		App & Int
Minimum of three years post qualification experience	X		App & Int
<b>Experience of using data to drive improvement</b>			
Able to form positive and effective working relationships with colleagues	X		App & Int
Reliable and good time-keeper	X		App & Int
Discreet and able to deal with confidential information appropriately	X		App & Int
Hard working, well-motivated and a positive outlook	X		App & Int
Willing and able to work independently and as part of a team	X		App & Int
Able to show initiative and problem-solve	X		App & Int
Caring but firm approach and empathy towards young people	X		App & Int

## How to Apply

please follow the online guidance to apply via our website -

[https://ce0374li.webitrent.com/ce0374li\\_webrecruitment/wrd/run/ETREC179GF.open?WVID=133508Artc](https://ce0374li.webitrent.com/ce0374li_webrecruitment/wrd/run/ETREC179GF.open?WVID=133508Artc)

The deadline for receipt of applications is **Monday 03rd February**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post, therefore *we encourage you to apply as soon as possible*.

### Further information

We encourage informal discussions regarding the role. If you are unsure about the role, have more questions or wish to visit us prior to applying and / or interview, please contact [natalie.blair@nuneatonacademy.org.uk](mailto:natalie.blair@nuneatonacademy.org.uk)

### Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between United Learning and the successful candidate:

- **Location:** Nuneaton Academy, Radnor Drive, Nuneaton, CV10 7PD
- **Working hours:** Monday – Friday 37.5 hours per week. The hours are to be negotiated, dependent on the individual's circumstances, but generally we would look to cover the hours of 08:00 to 16:00. We are open to requested for flexible or part-time working.
- **Start date:** As soon as possible
- **Salary:** £35k - £51k (plus TLR)– This is negotiable within this range and dependent on your skillset and previous experience.
- **Ill Health Pay:** Our policy allows for a five-year sliding qualification period, at the end of which, you will be entitled to full pay for 50 working days and half pay for 50 working days
- **Pension Scheme:** You are eligible to be a member of the Local Government Pension Scheme