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APPLICANT BRIEF**

**COTTENHAM VILLAGE COLLEGE**  
*Part of*  
**ASTREA ACADEMY TRUST**





## Open Letter from Principal

Dear Candidate,

I am delighted that you are interested in applying for the post at Cottenham Village College, a highly-successful 11-16 mixed academy situated close to the beautiful city of Cambridge; here you will find hard-working, wellbehaved pupils and friendly, dedicated staff who are committed to a fully inclusive, comprehensive education. Our school, which has close to 900 pupils on roll, is part of the Astrea Academy Trust, a thriving family of 27 academies across South Yorkshire and Cambridgeshire.

The college was established in 1963, one of several village colleges in the region that were the inspiration of educational pioneer Henry Morris, who believed that the school should be at the heart of its community and that education should be a lifelong process. This vision of a school that serves and involves its whole community, that fosters high aspirations and inspires a love of learning is as central to our ethos today as it was when it opened.

Through a highly-ambitious curriculum at CVC, we aim to foster pupils' curiosity, unlock their potential and raise their aspirations, as well as ensure that pupils achieve high levels of attainment that will open doors for their future. A stimulating and broad curriculum also places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is liberating and empowering.

We are equally proud of the wider curricular provision at CVC, both in formal lessons and outside the classroom. Our extensive range of extra-curricular activities, including sports, music, the Duke of Edinburgh's Award programme and residential trips, help to give all pupils a fully-rounded education and creates opportunity for their personal, as well as their academic, growth.

Cottenham Village College is a friendly, positive and exciting place to work and to learn and we take great pride in the high standards our pupils consistently achieve. Pupils leave as happy, well-qualified and well-motivated individuals who go on to excel in local sixth forms, colleges, universities and the wider world. Pupils' performance in their GCSEs is consistently strong, placing the school in the top 20% of schools nationally for pupil progress.

As a truly comprehensive school, we are also proud of our close association with The Centre School, a SEMH special school that shares our site and caters for over 100 pupils with EHCPs from across Cambridgeshire. At Cottenham Village College, we also have an excellent provision for pupils with special educational needs, including specialist teaching assistants who support pupils with hearing impairment.



The school is well-known for its excellent professional development and learning programmes for staff. We ensure that all our colleagues access high-quality CPD and we take our responsibility to teacher development seriously so they can be highly-effective practitioners. We place great value in, and commitment towards, subject-specific CPD and as a member of staff you will have the support you need to make progress in your career, both from the school and from Astrea Academy Trust.

Prospective candidates are warmly encouraged to visit prior to application. Please contact Sharon O'Mullane (email: [headspa@astreacottenham.org](mailto:headspa@astreacottenham.org)) to arrange a suitable time.

Very best wishes,

**Zoe Andrews**  
**Principal at Cottenham Village College**



# JOB DESCRIPTION

<b>SALARY</b>	MPS/UPS
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Full time
<b>HOURS PER WEEK</b>	32

## Purpose

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

## Key Accountabilities

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues, and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning.
- Contribute to the academy improvement /development planning and promote the learning priorities of the academy SIP.
- Contribute to the development and / or implementation of academy policies.
- Promote the wider aspirations and values of the academy.

## Key Responsibilities

### Planning, Teaching and Class Management:

- Teach allocated students by planning their teaching to achieve progression of learning through:
  - Understanding and applying effective classroom management.
  - Understanding and applying a range of teaching strategies.
  - Positively targeting and supporting individual learning needs.
  - Maintaining high levels of behaviour and discipline.
  - Effectively using homework and other extra-curricular learning opportunities.
- Demonstrating appropriate consistent progress:
  - for the majority of students
  - across all teaching areas
  - across all spectrums of background, ability and behaviour that compares favourably with students in similar settings
- Effectively managing other adults in the classroom.

### Monitoring, Assessment, Recording, Reporting:

- Use performance data to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.



- Report on progress to all stakeholders.

**Pastoral Duties:**

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with the pastoral team to ensure the implementation of the academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the academy concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise education according to academy policy.

**Other Professional Requirements:**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the academy.
- Maintain an up to date knowledge of good practice in teaching techniques. Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the 'Every Child Matters' agenda.
- Undertake professional development to enhance teaching and students' learning, and
  - apply outcomes and identify impact
  - share outcomes with colleagues
- Take responsibility for professional learning.



# PERSONAL SPECIFICATION

## Skills, Capabilities & Experience

- Proven experience of teaching at KS3, KS4 with excellent classroom management skills
- Proven experience of teaching at KS5
- Effective classroom teacher
- Qualified teacher status
- Degree or equivalent
- Evidence of recent and relevant professional development
- Detailed understanding of planning the KS3 curriculum
- Detailed understanding of planning the KS4 and KS5 curriculum to meet exam board requirements
- Ability to communicate effectively at all levels
- Effective interpersonal skills
- Efficient organizer
- Ability to use initiative and prioritise work
- Ability to work to deadlines
- Confident user of ICT
- Experience of monitoring progress of students and intervening where necessary
- Ability to work as part of a team
- Ability to quickly gain the respect of all students and staff and foster appropriate relationships
- Flexible approach to work
- Committed to academy ethos and direction
- Understanding of Safeguarding Procedures
- High standard of punctuality

### **This is not exhaustive.**

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*