



Alcester
Academy

TO BE THE BEST THAT WE CAN BE

Subject Lead for English

Member of the Extended Leadership Team

Information Pack

**Salary scale: Leadership Group 2
(6-10)**

Easter 2025 start or earlier

Closing date Friday 29th November 2024 12 noon

Interview date to be set

Subject Lead for English Member of the Extended Leadership Team

The School

Alcester Academy is a highly successful 11-16 school with 647 students currently on roll. Alcester is located between Studley and Stratford-Upon-Avon. The school has an excellent reputation based on examination results, a progressive approach to educational development and a strong sense of community. At our last inspection, in January 2022, Ofsted judged us good. The schools' overall Progress 8 score for 2024 was +0.66 (SISRA), which we believe once again places us as one of the top performing non selective schools in Warwickshire, and in the top 5% nationally.

Outcomes in English are exemplary, and the successful candidate will be expected to continue this trajectory.

Further details about the school can be found on our website (www.alcesteracademy.org.uk), including our current curriculum information. Our Twitter feed (@AlcesterAcademy) is another excellent source for a feel of the school.

The Post

This is an exciting opportunity for a strong middle leader with a proven track record of personal, exemplary student outcomes. The successful applicant will be able to demonstrate experience of effective leadership and management in a Middle Leadership position, and a willingness to contribute to the whole staff team. Flexibility and the ability to innovate are desirable qualities, along with energy and capacity for hard work. The successful candidate will have a good understanding of what effective Teaching and Learning looks like for children of all abilities and be committed to enable all students to access the curriculum in order to fulfil their academic potential. They will be able to engage and enthuse students of all aptitudes. Resilience and drive are desirable qualities in order to ensure that students at Alcester Academy are provided with the very best life opportunities possible. The school currently offers numerous extra-curricular and enrichment opportunities, and for Year 11s, numerous lunchtime, after school and key Saturday sessions.

The additional role within the extended leadership team will be determined around the successful candidates' strengths and the needs of the school at the time of appointment. Responsibilities will include the ability to contribute to the design and planning of interventions to promote outstanding progress at GCSE.

The Application Process

Please complete an Alcester Academy application form which can be found on our website; [Alcester Academy | Vacancies](#). A written statement in support of your application is also essential. We do not consider CVs. Please email your completed application and any supporting documents to admin@alcesteracademy.org.uk.

The application deadline is 12 noon on Friday 29th November 2024. An earlier shortlist may be created if there is an overwhelming number of applications.

If you have any questions with regard to this vacancy or wish to visit the school, please contact: head@alcesteracademy.org.uk

We look forward to receiving your application.

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post. For shortlisted candidates, please be aware that online searches may be done as part of due diligence check.

We reserve the right to follow up references provided in person



Extended Leadership Team

JOB TITLE:	Extended Leadership Team (ELT)
ACCOUNTABLE TO:	Headteacher
RESPONSIBLE FOR:	As a member of the extended leadership team, assisting the Headteacher in leading and managing the school in addition to duties as Head of English.

Key Requirements and Accountabilities:

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Senior Leadership responsibilities	<ul style="list-style-type: none">To carry out duties as agreed with the Headteacher and identified on appraisal.
Subject Leader responsibilities	<p>Responsible for the monitoring, evaluation and review across the English faculty, extending to interventions and support where needs arise, and including:</p> <ul style="list-style-type: none">Accuracy of teacher assessments and reported dataQuality of written reports to parentsQuality of teaching, including adherence to the publish programme of learningQuality of marking, feedback and response to markingConsistent application of the Behaviour and Discipline PolicyConsistent application of the Rewards PolicyProvision of homework in line with academy policy <p>Subject Leaders will maintain clear communication of performance through the completion of:</p> <ul style="list-style-type: none">Exam analysisSelf-evaluation FormsImprovement Plans
Class teacher responsibilities	<ul style="list-style-type: none">To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document, including some provision for cover of absent teachers.To be responsible for teaching of English across Key Stage 3 and 4.
The management of staff	<ul style="list-style-type: none">To be responsible for the line management and performance management of the English faculty.To participate in the recruitment and development of teaching and non-teaching staff of the school.To contribute to good management practice by ensuring positive staff participation, with effective, regular and efficient communication and clear procedures.

	<ul style="list-style-type: none"> • To participate in arrangements for the appraisal of the performance of teachers. • The provision of professional advice and support and the identification of training needs. • To ensure effective and cooperative work through the English faculty by ensuring: <ul style="list-style-type: none"> ○ Schemes of work are in place in sufficient detail for teachers to plan and deliver a series of lessons ○ Assessments are developed with suitable rigour from which reliable progress data can be drawn ○ A programme for learning and assessment is in place and is followed by all teachers ○ Teachers specific subject related professional development needs are considered and catered for ○ Appropriate cover work is provided by members of staff when they are absent ○ Appropriate provision is made for continuity of education in the long term absence of teachers ○ Adequate information is shared with parents through the school website such that parents know the content that will be assessed at each assessment point ○ Subject enrichment opportunities are developed to promote a “love of the subject” ○ Value for money is achieved by managing departmental capitation (including reprographic charges).
<p>The internal organisation, management and control of the school</p>	<p>To play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:</p> <ul style="list-style-type: none"> • Establishing the policies through which they shall be achieved • leading and managing staff and resources to that end • monitoring progress towards their achievement. <p>To contribute to:</p> <ul style="list-style-type: none"> • Maintaining and developing the ethos, values and overall purposes of the school. • Planning improvement which will translate school aims and policies into actions. • Implementing the Governing Body’s policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability, special needs and other protected characteristics. • The efficient organisation, management and supervision of school routines.

Curriculum Development	<ul style="list-style-type: none"> • To be responsible for progress and support across English Key Stages 3 & 4. <p>To contribute to:</p> <ul style="list-style-type: none"> • The development, organisation and implementation of the school's curriculum. • School policies on curriculum, teaching and learning, assessment, recording and reporting. • Ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals. • Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school. • Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.
Pupil Care	<ul style="list-style-type: none"> • To be responsible for the line management of the English faculty. <p>To contribute to:</p> <ul style="list-style-type: none"> • The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance. • The effective induction of pupils. • The determination of appropriate pupil groupings. • The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour. • The development of a culture of independent learning. • The handling of individual pupil disciplinary cases.
Relationships	<ul style="list-style-type: none"> • To be responsible for fostering positive relationships across the school community. • To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports. • To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing. • To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments. • To develop and maintain positive links and relationships with the community, local organisations and employers.

Personal and Professional Conduct

Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:

Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position held.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to the duties outlined above, all members of the Extended Leadership Team are expected to undertake any other task reasonably requested by the Headteacher.



Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

Essential	Desirable
QUALIFICATIONS AND EXPERIENCE	
<p>Qualified Teacher Status or Qualified Teacher Learning and Skills Status (QTS or QTLS).</p> <p>Experience of successfully teaching pupils with a wide range of learning difficulties in both mainstream and special settings.</p> <p>Recent experience of teaching pupils in at least two Key Stages.</p> <p>Proven track record of exemplary KS4 outcomes.</p> <p>Experience of middle leadership.</p>	<p>5 years' qualified teacher status.</p> <p>Evidence of a completed significant further relevant study in an aspect of special educational needs.</p>
STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL	
<p>The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community.</p> <p>The commitment to develop a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination.</p> <p>Experience of school self-assessment and School Improvement Planning in order to secure effective teaching and learning and raise standards.</p> <p>Knowledge of recent educational developments, initiatives and legislation, and how they may impact on the school.</p>	<p>Experience of working with Local Authority staff, exam boards and other significant educational agencies.</p>
LEADERSHIP AND MANAGEMENT	
<p>Proven experience as a middle leader within school, leading, motivating and managing staff effectively and working as a team member.</p> <p>Proven ability to self-motivate, use initiative and lead pro-actively.</p>	

<p>Good organisational skills and the ability to have a flexible and adaptable approach.</p> <p>To possess excellent listening, written and oral communication skills, the ability to chair meetings, make presentations and to communicate effectively with pupils, parents, governors and staff.</p> <p>The ability to manage time effectively.</p>	
TEACHING AND LEARNING	
<p>The ability to create a safe and stimulating environment that contributes positively to teaching and learning, with the knowledge and skills to promote high standards of discipline and behaviour.</p> <p>A proven ability in the use of information and communication technologies and of their application in management and education.</p> <p>Experience of successfully leading whole school curriculum developments.</p>	<p>Experience of, and commitment to, broadening the range of opportunities available to pupils through extra-curricular/extended schools activities.</p>
FINANCIAL AND RESOURCE MANAGEMENT	
<p>Experience of successfully managing a key stage or departmental budget.</p>	

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Elements of this job description may be negotiated at the request of either party and with the agreement of both.

Privacy Notice for Applicants: How we use your information

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications
- Information on documents provided for the purposes of proving identity e.g passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- To make salary payments and pay over PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff and Governors who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (EPM) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

A copy of those schedules can be located using the following link:<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

***Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>