



**WE ARE** ASTREA

**TEACHER OF ENGLISH**

**LONGSANDS ACADEMY**

**PART OF ASTREA ACADEMY TRUST**

**APPLICANT BRIEF**





## OPEN LETTER FROM OUR PRINCIPAL, NEIL OWEN

I am delighted that you are interested in applying for the post at Longsands Academy, part of the Astrea Academy Trust since 1st September 2018. Longsands Academy is a successful, fully inclusive secondary school at the heart of its community. We pride ourselves on providing an engaging and supportive environment in which our students feel empowered to reach and embrace their full potential with confidence.

Our staff are committed to nurturing the abilities of every child with a curriculum which promotes academic excellence and recognises the distinct uniqueness of our students. The opportunities we provide allow all students to showcase their talents, whether through the traditional school day or as a result of the wealth of extra-curricular activities that we provide. We are extremely proud of the achievements of our students that are a result of the high expectations of behaviour, learning and teaching and the strong, supportive relationships that exist between staff, students and their parents/carers. Furthermore, in order to develop the important qualities of independent learning and resilience, our students are encouraged to take responsibility for their learning both in and out of lessons.

Longsands Academy holds a respected position within the local community and is surrounded by woodland and private housing with approximately 30 acres of playing fields. It is located in St Neots, a market town in the south west of Cambridgeshire, with a population of over 30,000 which nestles on the banks of the River Great Ouse, a draw for a growing number of community events including a successful rowing club, dragon boat team and a variety of water-based festivals. In addition, there are a number of green and open spaces which host a variety of community-based activities. Longsands Academy has a wide catchment area including many of the surrounding villages and feeder schools. The proximity of the town and its centrally-located, main line station means that a large number of adults commute to London for their place of work. The town is well connected to the A1, A14, A428 and A421; Cambridge, Bedford, Peterborough and Huntingdon are, therefore, within close proximity.

The Academy has approximately 1410 students on roll in Years 7-11 with a further 396 students attending the St Neots Sixth Form Centre and partner providers of post-16 education - Stageworks and the St Neots Football Club.

Ensuring that our students feel safe and cared for is of key importance to enable effective learning. Our well established and highly respected student support systems enable staff to develop excellent relationships with students, parents and carers as well as external agencies. Each student receives daily support from their Tutor, who guides and mentors them throughout their time at the Academy, affording them the opportunity to build a trusting relationship. Our aim is that when students leave the Academy they are equipped with everything they need to reach their potential and become happy, successful, resilient adults and positive contributors in society.

A talented and committed body of staff is driven by a relentless desire to ensure that our core purpose, to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility, is a lived reality. As such, we are committed to develop our staff to be the very best that they can be by striving to ensure that all of our colleagues can access extensive Learning and Professional Development (LPD). Our LPD programme is both department-based and in collaboration with partner academies within the Astrea family. Wide-ranging opportunities for professional development are available



for staff at all stages of their career, including NQTs, RQTs, experience classroom teachers, middle and senior leaders.

I look forward to receiving your application.

**Neil Owen**  
Principal at Longsand Academy



# 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

The fundamental duty of every teacher is to make a special contribution to sustaining a safe and supportive environment founded on high expectations, mutual respect and enjoyment of learning.

Teachers promote the intellectual, social, moral, spiritual, cultural and, as appropriate, physical development of the students. They seek to focus all students on learning and provide support to their classes and form groups.

## Key Accountabilities

### Teaching and Learning

In accordance with Academy policies and National Conditions of Service to:

- Teach, according to their educational needs, allocated classes;
- Set and mark work in accordance with schemes of learning or as required by examination regulations;
- Plan effectively and prepare schemes of learning and complete planning documentation as required;
- Make records of and reports on the academic, personal and social needs of students.

## Key Responsibilities

### Assessment

- Participate in arrangements for preparing students and assessing students for external and internal assessments, and supervision of internally assessed tests;
- Assess, record and report on the development, progress and attainment of students for whom the teacher has responsibility;
- Communicate and consult with parents and others who have legitimate interest in the students.

### CPD and Curriculum Development

- Participate in arrangements for the appraisal of own performance and that of other teachers;
- Offer support to less experienced members of staff and, where necessary, advise colleagues on matters of good practice;
- Keep under review methods of teaching and programmes of work;
- Participate in arrangements for further training and professional development;
- Advise and collaborate with other staff on the preparation and development of courses of study; teaching materials; methods of teaching; assessment and pastoral arrangements;
- Participate in departmental/team self-evaluation.



#### **Meetings, Duties & Non-Contact Arrangements**

- Participate in the annual schedule of meetings and other meetings as appropriate;
- Carry out effectively allocated supervisory duties;
- Register students in allocated classes;
- Attend parents' evening of year groups taught and other meetings for parents as appropriate (in line with all provisions of the School Teachers Pay and Conditions Document);
- Supervise, and so far as practicable teach, any student whose teacher is not available to teach them (within the limits set in Pay and Conditions).

#### **Health & Safety and Classroom Management**

- Maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged on school activities elsewhere;
- Manage/support teacher assistants/technicians providing support to allocated classes;
- Report any risks or potential hazards to the Facilities Manager (usually in writing);
- Manage effectively the use of resources;
- Follow Child Protection and other agreed procedures, e.g. relating to the organisation of trips and visits.

#### **Other Specific Duties**

- Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- Follow Child Protection and other agreed procedures e.g. relating to the organisation of trips and visits and the ordering of goods;
- Undertake such other duties as the Principal may reasonably require.



# PERSON SPECIFICATION

## KNOWLEDGE, QUALIFICATIONS & EXPERIENCE

- Education to degree level plus teaching qualification
- Expertise in the teaching of English including evidence of excellence in own work as practitioner
- Good ICT, oral and written communication skills
- Ability to identify and make improvements in the English curriculum
- Excellent knowledge and understanding of current issues in English education
- Excellent understanding of the assessment of students' progress
- Further qualification and/or evidence of continuing professional development
- Involvement in sharing expertise e.g. through teacher trainee mentoring or in-service training
- Areas of particular strength in ICT and/or communication skills
- Evidence of involvement in whole school issues
- Very good/excellent knowledge of current issues in education
- Expertise in value-added analysis and/or target setting

## OTHER

- Ability to inspire confidence in students, teachers and parents
- Strong classroom management skills
- Enthusiasm and good sense of humour
- Very good/excellent organisational skills
- Flexibility
- Good time-management skills
- Skills and understanding necessary to support and guide other teachers
- Perseverance
- Ability to formulate clear and effective mid/ long term plans
- Potential to go on to senior and/or senior middle leadership
- Commitment to form and maintain appropriate relationships and personal boundaries with young people
- Commitment to safeguarding and promoting the welfare of young people
- Understanding of how best to promote the health, safety and well-being of young people

## 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)*