



**WE ARE** ASTREA

**TEACHER OF ENGLISH**  
**APPLICANT BRIEF**

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





# 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, well behaved 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 - [headspa@astreacottenham.org](mailto:headspa@astreacottenham.org) - to arrange a suitable time.

Very best wishes,

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



# JOB DESCRIPTION

## **SALARY**

MPS - UPS

## **CONTRACT TYPE**

Permanent

## **WORKING PATTERN**

Full time

### **The Person**

We are looking for someone who:

- can provide a clear rationale for why an education in English should be an entitlement for all students regardless of their academic ability.
- maintains an enthusiasm for their subject discipline, reads widely around their areas of English specialism and is willing to participate in subject-specific discussions within the subject team.
- is up to date with recent developments in English education.
- can collaborate with other English teachers and to teach from Years 7 to 11.
- has the necessary humour, communication and professionalism to work within a highly collaborative environment.
- has an academic background in English and who will have Qualified Teacher Status.

A new colleague can expect to receive the support of a collaborative team and to work in an environment that encourages wider participation in the English education community.

### **Particular Responsibilities**

- To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions Document and within the range of teachers' duties set out in that Document.
- To work towards the agreed aims of the school.
- To teach the relevant subject as required.
- Ensure that all pupils achieve the very highest levels of which they are capable.
- Encourage and maintain very high standards of work and behaviour within the department.
- Contribute to the department's self-evaluation and development plan.
- Contribute to and support the ethos of the college.

### **School Duties:**

- Undertake duties before school, after school and at break, on a rota basis.
- Take reasonable care of department resources and to account for any equipment used.
- Set cover work when absent.
- Report anything that could endanger or threaten the health and safety of pupils or staff to SLT.

### **Teaching:**

- Undertake a programme of teaching in accordance with the appropriate professional standards and the school curriculum.
- Teach pupils according to their educational needs, including the setting and marking of all class work and coursework carried out by pupils in the school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Ensure that ICT, literacy, and numeracy are reflected in the teaching/learning experience of pupils.
- Ensure a high-quality learning experience for pupils that meet internal and external quality standards.
- Prepare and update subject materials.
- Maintain discipline in accordance with the school procedures, and to enforce good practice with regard to punctuality, behaviour, standards of work and homework.



- Undertake assessment of pupils as requested by external examination bodies, curriculum areas and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Liaise with SENDCO and form tutors over pupils with special educational needs and to modify teaching accordingly, maintaining high expectations.

#### **Form Tutor Duties:**

- To be a Form Tutor.
- Develop positive working relationships with parents of students in your care.
- Offer care and support to pupils in all aspects of their school life and prepare them for adult life.
- Develop an understanding and knowledge of each student as an individual.
- Enable pupils to play an active role in all aspects of the school's tutorial and PSHE/conference day/careers programme.
- Undertake all administrative tasks to ensure the smooth day-to-day running of the school.

#### **Health and Safety:**

- To have due regard for health and safety in the workplace.
- To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy.
- Co-operate with health and safety requirements.
- Report all known defects.
- Use, but do not misuse anything provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform the head of establishment of any 'near-misses'.
- Be familiar with the emergency action plans for fire, first aid and security issues.
- Undertake specific designated duties regarding emergency evacuation.
- Raise health and safety and environmental issues with students.

#### **Child Protection:**

Cottenham Village College is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to relevant employment checks including references and enhanced DBS checks.

#### **Standards and Quality Assurance:**

- Support and contribute to the aims and ethos of the school as identified in the staff handbook.
- Promote and model good relationships with pupils, colleagues, parents and visitors.
- To maintain an effective working relationship with all members of staff.
- Set a good example in terms of dress, punctuality and attendance.
- Participate in any necessary training and attend staff meetings where relevant.
- Participate in the College's staff appraisal process and take a lead in own professional development.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Any other responsibilities not listed above as reasonably requested by the Principal.

#### **Notes:**

- *The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.*
- *This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.*
- *This job description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.*
- *This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.*
- *This job description should be seen as enabling rather than restrictive and will be subject to regular review.*
- *Given the evolving needs of the College, flexibility among staff is very important.*

*All staff at the College are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.*



## PERSON SPECIFICATION

	CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE
QUALIFICATION AND PROFESSIONAL DEVELOPMENT	Degree or equivalent	Essential	Application
	Qualified Teacher Status	Essential	Application
	A commitment to continuous improvement	Essential	Interview
SKILLS AND EXPERIENCE	A thorough understanding of assessment	Essential	Application
	Ability to successfully manage behaviour in the classroom	Essential	Application/ Interview/ Teaching
	Ambitious for the amount of English pupils should know by age 16	Essential	Application/ Interview/ Teaching
	Ability to work under pressure and meet deadlines	Essential	Interview
	Ability to ensure pupils learn and strategies to ensure pupils retain knowledge	Essential	Interview
KNOWLEDGE AND UNDERSTANDING	Understanding of developments of teaching and learning in English	Essential	Application/ Interview/ Teaching
	Excellent knowledge and interest in English	Essential	Application / Interview/ Teaching
	Values that match the school's	Essential	Application/ Interview/ Teaching
	Knowledge of pedagogical strategies to ensure pupils can maximise retention in long term memory	Desirable	Interview/ Teaching
	Can articulate the relevant subject-specific knowledge that pupils should leave school within order to join the 'community of educated citizens'	Desirable	Application/ Interview/ Teaching
	Excited about contributing to whole-school curriculum discussion on how knowledge in other subjects can support success in English, and vice versa	Desirable	Application/ Interview/ Teaching
	Shares an interest in educational research and educational literature	Desirable	Application/ Interview/ Teaching
	Commitment to inclusive and high achieving comprehensive education	Essential	Application/ Interview
	Knowledge of English subject pedagogy	Essential	Interview
INTERPERSONAL SKILLS	Demonstrably good relationships with colleagues, pupils and the wider community	Essential	Interview
	Commitment to contributing to extra-curricular activities of the school	Essential	Interview
	Commitment to promoting and safeguarding the welfare of all pupils	Essential	Interview

*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 satisfactory background checks including references and enhanced DBS checks.*