



**Manshead
CE Academy**



DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

Teacher of English

Recruitment Information Pack



Manshead Church of England Academy
Dunstable Road
Caddington
Bedfordshire
LU1 4BB

'High achievement and a strong sense of well-being for all is our shared responsibility'



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CE Academy**



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Teacher of English Recruitment Information Pack

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June 2025

Dear Colleague,

Thank you for your interest in the position of **Teacher of English from September 2025** at Manshead Church of England (CE) Academy. I hope you find the information to be both interesting and useful.

Manshead CE Academy is a rapidly improving academy with a distinct Christian ethos, providing high quality education for children from age 11 to 18. The academy has moved forward greatly since it converted to become a sponsored academy in May 2017 and was recognised in September 2021 as being 'Good' by Ofsted. The staff, students, parents and local community are all very keen to move the academy forward to be the place of choice and to ensure outstanding outcomes for all groups of learners.

We are an active member of the Diocese of St Alban's Multi-Academy Trust and work closely with local primary schools to develop and share best practice.

This position requires an outstanding individual with the drive, ambition and commitment to raise both the academic and pastoral standards of our students. As this role is key in the plan to drive forward improvements across teaching, learning and assessment within the academy, we are looking for a candidate with leadership experience, a record of accomplishment together with superb emotional intelligence. The person appointed must be able to work positively with a wide range of people in a variety of settings.

As we are unable to write to all unsuccessful applicants, if you do not hear from me again, may I thank you again for your interest and wish you every success with any other applications you may make. Due to time constraints, we are only able to provide feedback to applicants who reach the interview stage.

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

I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Debbie Chivers-Shepherd', written in a cursive style.

Debbie Chivers-Shepherd
Acting Headteacher



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INTRODUCTION

At Manshead CE Academy, we have a strong, caring, Christian ethos and aim to provide learners with a high quality, broad and balanced curriculum; we place great emphasis on striving for personal success whatever the starting point for the individual. We are confident that whatever the abilities, talents and needs of the child, we will be able to support, encourage and challenge them to reach their potential.

Why choose Manshead CE Academy?

1. **Our vision** is to be an outstanding academy where there is a strong sense of pride and aspiration. We place importance on the development of the whole person; intellectually, physically, emotionally, socially and spiritually. Alongside effective pastoral support and strong Christian values, to develop an academy where a rich curriculum and stimulating approach to teaching and learning will secure achievement and success for all.
2. **Our core purpose** is to provide students with a high-quality learning experience, in a caring and supportive learning environment, underpinned by strong Christian values. As a consequence, students are aspirational, resilient and respect the value of others.
3. We are very proud of the **broad and balanced curriculum** we offer at Manshead CE Academy. We aim to ensure that each learner enjoys their time with us and that they each achieve success in every course they study from Year 7 to Year 13.
4. **Personal Development Education (PDE)** at Manshead CE Academy ensures that learners acquire the knowledge, understanding and skills they need to manage their lives now and in the future. As part of a whole-academy approach, PDE develops the qualities and attributes learners need to thrive as individuals, family members and members of society.
5. **Outcomes for learners** at Manshead CE Academy, continue to improve year on year. The progress achieved at Key Stage 3 has shown the academy move from the bottom 40% in those schools undertaking GL Assessment to the top 30%, within the Core subjects. GCSE results have also seen continuous improvement however last years' results were not validated due to Covid-19. The A Level results also show continuous improvement with the Sixth Form growing in size each year due to the success.

We are proud that our Academy is sponsored by the Diocese of St Albans Multi-Academy Trust. Following the principles used to establish Church of England schools in the 1800s, the Diocese of St Albans Multi-Academy Trust remains committed to providing a locally based high-quality education to meet the needs of their local community, whilst benefiting from a regional network of support.



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The ACADEMY'S VISION AND VALUES

Our Vision is to be an outstanding academy where there is a strong sense of pride and aspiration. We place importance on the development of the whole person; intellectually, physically, emotionally, socially and spiritually. Alongside effective pastoral support and strong Christian values, to develop an academy where a rich curriculum and stimulating approach to teaching and learning will secure achievement and success for all.

Our Mission is to create an environment built on positive engagement, self-discovery, leadership, passion for learning and the acquisition of effective skills for life. To provide an education based on students' individual needs, building self-esteem and motivation, rewarding progress, providing a wide range of opportunities and engendering a genuine love of learning.

Our Commitment is to empower all members of the academy to progress their understanding and knowledge in the classroom and beyond, so they can make a positive contribution, experience success and live happy, healthy, fulfilled lives. We will work together with parents, governors and the wider community to meet the needs of our students. We will act with professionalism in all we do and expect the students to demonstrate empathy, respect and acceptance for themselves and others.

Our ethos is based on mutual respect and working together. We will provide a nurturing, supportive and caring learning environment where all experience healthy relationships based on equality, confidence, compassion, integrity and respect for self and others.

Our core purpose is to provide students with a high-quality learning experience, in a caring and supportive learning environment, underpinned by strong Christian values. As a consequence, students are aspirational, resilient and respect the value of others.

Our core values:

Respect Everyone in the academy is encouraged to treat themselves, others and the environment with respect.

Responsibility Everyone in the academy is encouraged to act responsibly and to take responsibility for themselves and others.

Faith Everyone in the academy is invited to develop an understanding of Christian belief, worship and lifestyle.

Compassion Everyone in the academy is encouraged to be generous in their concern for others.

In order to unite in a shared vision of high-quality education for all, safeguard emotional and physical wellbeing, and to promote the very best in effort and resilience without compromise whilst realising the highest academic achievement and progress, we have established our vision and values on the Christian principles that: –



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- That every person is made in the image of God.
- Every person is valued as a unique individual and their voice counts.
- That God is a God of order.
- That the Bible demonstrates the need for law, love and compassion.

THE SPONSOR

The Diocese of St Alban's Multi-Academy Trust (DSAMAT)

History

The Diocese of St Albans Multi-Academy Trust is a Church of England Trust established in September 2016 primarily for Church of England schools in the Diocese of St Albans, which consists of the Local Authority areas of Hertfordshire, Bedford Borough, Central Bedfordshire, Luton, parts of the London Borough of Barnet and two parishes in Buckinghamshire. It is passionate about creating and maintaining Church of England Academies that serve their local communities through the provision of a rich and diverse curriculum underpinned by Christian Values.

The Trust today

The Trust admitted its first Academies, Churchfield CE Academy, Thomas Whitehead CE Academy and Manshead CE Academy, between 1st March and 1st May 2017. Caldecotte CE Academy, Kensworth CE Academy, Northill CE Academy, Ravensden CE Primary Academy, Roxton CE Academy, Studham Village CE Academy and Totternhoe CE Academy are all now part of the Trust. Other secondary, middle and primary schools are in the process of joining the Trust.

As a Church of England Multi-Academy Trust our commitment to a locally based education is delivered through an approach consistent with the faith and practice of the Church of England. The Trust is committed to providing a locally based high quality education that enables schools to meet the needs of their local community, whilst benefitting from a regional network of support. Academies that are part of the Trust retain their name, school uniform, local customs and through the Academy Council will promote local engagement in school life.

As part of the Diocese of St Albans educational provision academies within DSAMAT are called to live God's love by being distinctively Christian, community focussed and by serving the common good. All academies in the Trust seek to deliver the curriculum within a programme of Christian values and virtues in an overarching ethos that sees each individual child as being of worth and having the capacity to grow into a fully rounded person.

Future Development

The Diocese of St Albans Multi-Academy Trust has a vision to grow steadily over the next 10 years until it is working with up to 40 Church of England academies. These will be located in two regional hubs (Bedfordshire and Hertfordshire) of approximately 20 schools each. As the Trust grows and develops regional hub boards will assume responsibility for the day to day running of academies leaving the Trust Board to focus on the strategic growth of the Trust.



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THE APPLICATION PROCESS

In addition to completing your application form please can you answer the following questions on no more than one side of A4 and return to us with your completed application form:

1. Why do you want to teach at Manshead?
2. What have been the greatest successes in your current role (teacher placement if you are an ECT)? How do you know?
3. What pedagogical skill(s) do you still need to work on?
4. How do you build great relationships with all students given their very different needs?

Application forms can be completed online via My New Term www.mynewterm.com or via the link to My New Term on our website www.mansheadschoo.co.uk.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful.

QUERIES

If you have any queries on any aspect of the application process or need additional information please contact Mrs Paruit on 01582 679400.





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**Teacher of English
Required for September 2025
Salary Range MPR / UPR
Full time, permanent role**

We are seeking to appoint an inspirational teacher to teach English. You must be able to deliver high quality lessons to students across years 7 to 11. There will be the opportunity to deliver the subject up to A-level within our growing Sixth Form provision. Applications are welcome from both ECTs and experienced teachers.

We can offer you:

- A great career opportunity to develop professionally in a rapidly improving academy.
- A department that teaches with passion and energy engaging students of all abilities.
- An academy where teachers, staff and students work together to achieve strong progress.
- An opportunity to work across a growing MAT to widen and broaden your experience.
- A fantastic working environment with the most up to date technology.

We would like to hear from you if you:

- Are determined to make a difference.
- Have the highest expectations for all young people.
- Are passionate about learning and creativity.
- Are enthusiastic, self-motivated and keen to progress.

For more information on this role, and to download an application pack to apply, visit our website: www.mansheadschoo.co.uk/vacancies/ or apply online via My New Term www.mynewterm.com

To find out more about Manshead CE Academy, visits are positively encouraged in order meet our students, staff and the Headteacher.

For further information or to arrange a visit, please contact Mrs Paruit, HR Officer, on 01582 679400 or by email at recruitment@mansheadschoo.co.uk

**Closing date: Midday on Monday 30th June 2025
with interviews to be held in the same week.**

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to under child protection screening appropriate to the post, including checks.

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JOB DESCRIPTION – TEACHER

Post Title: Teacher

Salary: MPR / UPR

Core Purpose:

- a) *To support the work of the curriculum leadership team to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students, supporting the curriculum area, in accordance with the aims and objectives of the academy.*
- b) *To contribute to raising standards of attainment and achievement by monitoring and supporting student progress, and developing students as a teacher and tutor.*
- c) *To facilitate and encourage a learning experience which provides opportunities for students to achieve their potential.*
- d) *To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth and success.*

Reporting to Head of Department

Liaising with Senior Leaders (SLT), Curriculum Leader (CL), teaching and non-teaching colleagues, Phase Leaders, support staff and other relevant staff with cross-academy responsibilities, partner schools, other academy partners and parents.

Learning and Teaching

- To assist in the development of appropriate specifications, resources, schemes of learning, marking policies and teaching strategies in the Curriculum Area (CA)
- To contribute to the CA's improvement plan and its implementation
- To undertake a designated programme of teaching and to plan and prepare courses and lessons
- To contribute to the whole academy's planning activities
- To participate in 'learning walks' and other learning evaluation strategies in accordance with academy policy



Teaching

- Implementing academy policies relevant to teaching and learning, including behaviour, homework and assessment.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the academy and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and cross-curricular themes are reflected in the teaching/learning experience of students
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the specification.
- To maintain discipline in accordance with the academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Curriculum

- To assist in the process of curriculum development and improvement planning
- To support, change and develop the curriculum to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's aims and objectives
- To assist the CL to ensure that the curriculum area provides a range of teaching that complements the academy's strategic objectives
- To support the academy's extra-curricular offer.

Quality Assurance

- To help to implement academy quality assurance procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area, in line with agreed academy procedures, including evaluation against quality standards and performance criteria.



To seek/implement modification and improvement where required

- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Assessment

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the academy's MIS
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform learning and teaching
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, departmental and academy procedures
- To support the establishment of a robust target-setting process within the curriculum area
- Where appropriate, provide all relevant bodies with robust information relating to student performance and assessment.

Personal Development

- To engage actively in performance management review(s)
- To participate in the academy's ITT programme where appropriate
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To work as a member of the curriculum team and contribute positively to effective working relations within the academy
- To participate in the interview process for teaching posts when required and to support the induction processes for new staff within the team.

Communication

- To communicate effectively with the parents of students, as appropriate



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- Where appropriate, to communicate, and represent the views, of the academy, in a professional manner
- To follow agreed policies for communications in the academy
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner institutions
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To assist the curriculum leaders to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, curriculum area and the students
- To look after academy equipment and resources allocated to the teacher and the teacher's teaching area (classroom/workshop/lab etc.).

**Pastoral System and
Safeguarding**

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of education plans, progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PDE and CEIAG activities according to academy policy
- To be a Form Tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the Form Tutor group as a whole
- To liaise with Heads of Year and Curriculum Leaders to ensure the implementation of the academy's Pastoral System
- To register students accurately, accompany them to assemblies and supervise them in assembly,



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encourage their full attendance at all lessons and their participation in other aspects of academy life.

Operational

- To promote teamwork and to motivate staff to ensure effective working relations.

Other Specific Duties

All teachers are expected to meet the Teachers Standards, and demonstrate consistent standards of personal and professional conduct, uphold public trust in the profession, maintain high standards of ethics and behaviour, within and outside the academy.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. Employees will be expected to comply with a reasonable request from the principal to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. In consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade of the job title.

With the exception of the Redundancy Payments Modification Order which applies, for the purposes of occupational entitlements, for example to sick pay or maternity pay, the Trust does not recognise continuous or aggregated service with other academy trusts or with local authorities.

CV's will not be accepted for any posts based in schools.



PERSON SPECIFICATION – TEACHER

Job Title: Teacher		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> education to degree level or equivalent QTS / QTLS (or willing to train with immediate effect) an excellent track record of recent, relevant professional development accountability for the performance of a cohort of young people experience of effective teaching and performance within the curriculum area. 	<ul style="list-style-type: none"> innovative use of resources working with young people and inner city communities leadership of a community project or an area of academy development taking accountability for the success of an initiative
Knowledge & Understanding	<ul style="list-style-type: none"> the principles behind quality teaching and learning their potential for raising standards the principles and characteristics of effective academies the principles and practices of planning and delivery effective review and evaluation procedures the application of ICT, Literacy and Numeracy to effective teaching 	<ul style="list-style-type: none"> community/voluntary/parent/partner agency links strategies for ensuring equal opportunities for staff, students and other stakeholders innovative approaches to working with students, parents, staff and the local community
Personal Qualities	<ul style="list-style-type: none"> a commitment to the Christian distinctiveness of the academy a commitment to inclusive education <ul style="list-style-type: none"> evident enjoyment in working with young people and their families empathy in relation to the needs of the academy and the local community ability to inspire confidence in staff, students and parents set high standards and provide a role model for students and staff adaptability to changing circumstances/new ideas 	<ul style="list-style-type: none"> personal ambition and potential for further promotion intellectual ability and curiosity determination to succeed and the highest possible expectations of self and others vision, imagination and creativity <ul style="list-style-type: none"> personal impact and presence an excellent record of attendance and punctuality
Communication Skills	<ul style="list-style-type: none"> communicate the vision of the academy in relation improvement plans communicate effectively orally and in writing to a range of audiences 	<ul style="list-style-type: none"> develop, maintain and use an effective network of contacts
Decision Making Skills	<ul style="list-style-type: none"> make decisions based on analysis, interpretation and understanding of relevant data and information demonstrate good judgement 	<ul style="list-style-type: none"> think creatively and imaginatively to anticipate, identify and solve problems
Self-Management Skills	<ul style="list-style-type: none"> prioritise and manage own time effectively work under pressure and to deadlines reliability, integrity and stamina resilience and perspective 	<ul style="list-style-type: none"> achieve challenging professional goals take responsibility for own professional development
Team Working skills	<ul style="list-style-type: none"> work effectively as a member of a team deal sensitively with people and resolve conflicts seek advice and support when necessary 	<ul style="list-style-type: none"> motivate all those involved in the delivery team liaise effectively with other organisations and agencies



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Academy Statistics

Type of School	Sponsored Academy
Age Range	11-18
Location	Dunstable Road, Caddington, Bedfordshire, LU1 4BB.
Denomination	Church of England
Co-educational or single sex	Co-Educational
Number of students on roll:	1,150
Year 7	210
Year 8	202
Year 9	201
Year 10	204
Year 11	181
Year 12	84
Year 13	68
Ofsted	Good - 15 th and 16 th September, 2021
Date school established	May, 2017

Privacy Notice for Prospective Employees

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, The Diocese of St Albans Multi Academy Trust, Manshead CE Academy, Dunstable Road, Caddington, Luton, LU1 4BB, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted via email dpo@stalbandsmat.co.uk

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

What categories of information are processed?

We process data relating to those applying to work at our school. For special category data, we also rely on the following conditions under Article 9 of the UK GDPR. Personal data that



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we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information e.g. name, contact details, National Insurance number
- Characteristics information e.g. gender, age, ethnicity
- Disability and access requirements
- Recruitment information e.g. copies of right to work documentation, employment checks, references
- Evidence of qualifications

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- To inform the development of recruitment and retention policies
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

How do we collect this information?

We collect your personal information via the following methods

- Application forms
- Via My New Term Portal

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, where:

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information



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While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data we collect as part of the job application process is stored in line with our data protection policy

When it is no longer required, we will delete your information in accordance with our record retention schedule.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- The Local Authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

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.

Your rights How to access the personal information we hold about you
Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with



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- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection



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dpo@stalbandsmat.co.uk or for general school specific queries, please contact the Data Protection Lead at the School via office@mansheadscool.co.uk

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