United Learning
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Briefing Pack for Applicants

Teacher of English

March 2026

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Section 1 - Post Advertisement

Sheffield Springs Academy
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Job title: Teacher of English
Location: Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
Starting salary: Competitive Teacher Pay Structure, £35,000 to £51,000
Contract: Permanent
Hours of work: Full-Time, 37.5 hours per week.

Sheffield Springs Academy are looking to appoint the post of Teacher of English to complement their existing department. We are seeking to appoint a dynamic, enthusiastic and influential Teacher to teach across Key Stages 3 and 4. The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 secondary school serving the Park, Manor and Castle wards of Sheffield. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 school. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the beautiful Peak District within a 20-minute commute. Quality of life is routinely ranked highly, and it is one of the greenest cities in Europe: Welcome to Sheffield

What we would like from you:

- An 'outstanding' experienced teacher or a less experienced teacher with the potential to be consistently outstanding within a short timeframe.
- Someone who shares our moral purpose of ensuring that all of our young people receive the best education possible in a supportive environment from people who care about them.
- Someone who is passionate about English and who will inspire our students to be so as well.

We will offer you:

- Highly competitive salary. We pay an average of 5% above national scales, the best rates of pay in the sector.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.

- Exceptional curriculum resources.
- Expert subject advice.
- Three extra INSET days for planning.
- At least one personal leave day a year.
- Polite, respectful and dedicated students who want to learn and fulfil their potential.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- A chance to become part of one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Generous staff discount scheme.
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: Sheffield Springs Academy Vacancies and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is 23:59 on Sunday 19 April 2026. Interviews will take place soon after.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

Sheffield Springs Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

https://unitedlearning.org.uk/

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, "the Best in Everyone". This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Springs Academy

Sheffield Springs Academy
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Part of United Learning

Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and in which to learn. Our values are excellence, pride and ambition; if you join our academy you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

The team

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 14 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

Where we are and where we're going

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey to becoming a great school. As part of this journey, we are creating an academic culture that is warm and strict, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

Location

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge
Principal
Sheffield Springs Academy

Section 5 – Job Description

Job Description

Post title	Teacher of English
Salary	Competitive Teacher Pay Structure, United Learning Trust's Pay Policy applies.
Responsible to	Head of English
Responsible for	There are no direct line management responsibilities associated with this role however, there are elements of supervision.
Role purpose	To provide an innovative and stimulating education for all students at Sheffield Springs Academy, which ensures all are given the opportunity to reach their full potential.
Relevant qualifications	Qualified Teacher Status with subject specialism related to the learning area. Ability to teach across the full 11-16 age and ability range.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

The post-holder will deliver the teaching of English in accordance with their timetable throughout the Academy.

Key Responsibilities

Main duties

- To be responsible to the Head of Department for:
  - The achievement of the highest possible academic standards in relation to each child's ability.
  - The teaching of English throughout the Academy.

- The drawing up of schemes of work which are relevant to ability and in harmony with aims of the Academy.
- Assessment, record-keeping, and reporting to Parents/Guardians.
- The preparation, setting, and marking of appropriate homework.
- The promotion and encouragement of extra-curricular activities.
- The display of student's work within the department and around the Academy.

- To support and encourage the Academy ethos.
- To contribute towards the English subject area.
- To keep abreast of developments in English.
- To supervise the use of support staff relevant to the class.
- To implement and maintain the Academy's policy on discipline and behaviour.
- To assist at Academy functions and other duties that may develop from carrying out the responsibilities of the post including a supervisory role.
- To perform such teaching duties as may be assigned in the Academy timetable.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.

- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.

- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Human Resources.

- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification

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Person Specification

Post title	Teacher of English	
Salary	Teachers' Pay Scale	
Education and Qualifications	**Essential**	**Desirable**
Qualified Teacher Status (QTS).	X	
Degree or equivalent academic qualifications.	X	
Evidence of further/higher study.	X	
Ability to teach the subject area at KS3, KS4	X	
Experience	**Essential**	**Desirable**
Raising student achievement.	X	
Good teaching at secondary level.	X	
Inspiring staff and students and establishing successful relationships.	X	
The ability and experience to develop a vision and put this into practice.	X	
Establishing and maintaining high standards and expectations.	X	
Appropriate professional development (particularly linked to raising achievement).	X	
Knowledge and Skills	**Essential**	**Desirable**
Evidence of a commitment to continuing professional development.	X	
Willingness to actively participate in professional learning.	X	
Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape.	X	
Ability to plan and teach engaging, motivating lessons with clear objectives and student learning outcomes matched to departmental schemes of work.	X	
Ability to teach to Advanced Level, although experience of this is not essential.	X	
Ability to effectively deploy a range of teaching and learning styles to suit the nature of the course content and the ability and attainments of students.	X	
Capacity to manage the learning environment and student behaviour in a manner, which is conducive to productive learning for all students.	X	
Ability to assess student achievements against course objectives and provide outstanding feedback, which enables students to maximise their talents and abilities.	X	
Ability to keep excellent administrative and student achievement records.	X	
Ability to relate well to students, staff and parents in a professional manner.	X	
Ability to use ICT as an integral part of teaching and learning programmes.	X	
Teamwork	**Essential**	**Desirable**
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	

Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	**Essential**	**Desirable**
Maintains confidentiality and discretion	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
High expectations of self.	X	
The ability to act on advice and be open to coaching.	X	
A commitment to extra-curricular activities.	X	
A continued interest in developments in teaching and learning.	X	
The ability to motivate others.	X	
The ability to establish effective working relationships with individuals, groups and organisations.	X	
The ability to remain calm and diffuse situations.	X	
The demonstration of a concern for excellence in one's professional work and the achievement of students.	X	
A commitment to support the school's aims, vision and ethos.	X	
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.	X	
Energy and commitment to professional responsibilities and to the betterment of all students.	X	
A willingness to contribute to the wider life of the school.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Sheffield Springs Academy

Sheffield Springs Academy
Hurlfield Road
Sheffield
South Yorkshire
S12 2SF

Website: www.sheffieldsprings-academy.org
Email: enquiries@sheffieldsprings.org
Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life and by all members of our wonderful team.