



# Teacher of English

## RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Barr's Hill School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Chris Jupp, Executive Headteacher*

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|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>    | <b>TEACHER OF ENGLISH</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>OPPORTUNITY:</b>  | We are seeking to appoint an outstanding and motivated teacher to join our strong English team. Your drive, determination, desire to make a difference, and student focused thinking is more important to us than your experience. We offer an environment where an ambitious and innovative teacher and future leader will thrive and progress. This post will suit an early career or experienced teacher with the talents and skills to enable our students to succeed. A leadership role could be possible for the right candidate. You will support our drive to create exceptional experiences and have an aptitude for working with students to overcome barriers to learning. |
| <b>REPORTING TO:</b> | Subject Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>LOCATION:</b>     | Based at Barr's Hill School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>SALARY/HOURS:</b> | Qualified Teacher Scale (TMS/UPS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>BENEFITS:</b>     | <ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>                                                                                                                                                                                                                            |

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

### **Duties and responsibilities:**

#### **Educational Responsibilities**

1. To carry out the general duties and responsibilities of a professional school teacher in accordance with the Principal Statement of Employment Particulars and associated documents including the Teachers' Standards and School Teachers' Pay and Conditions Document.
2. To implement whole-school, cross-curricular, department and year policies.
3. To take part in scheduled meetings with colleagues and parents according to the school's published program.
4. To share in supervisory duties according to the school's published rotas.
5. To share in cover for absent colleagues in accordance with the national guidelines and School Teachers' Pay and Conditions of Employment and subsequent statements.
6. To participate in whole-school, team and individual arrangements for her/his in-service training and professional development.
7. To keep up-to-date with all school information.

#### **Academic Curriculum**

Under the guidance of the Subject Leader:

1. To plan and prepare schemes and lessons for the groups assigned.
2. To have a deep understanding and apply the Barr's Hill Teaching and Learning principles in English.
3. To teach all students according to their educational needs. This includes the setting, marking, assessing of classwork, homework, projects, coursework and fieldwork, etc.
4. To keep records of students' attendance at every lesson as well as classwork, homework set and completed.
5. To maintain good order and behaviour, according to the school's policies in order to facilitate learning and safeguard the health and safety of students both in school and in any authorised school activity outside school.
6. To participate in external examinations arrangements as well as other assessment programmes.
7. To communicate with parents concerning students' progress through reports and/or profiles, through attending scheduled parents' meetings and, where appropriate by letter or telephone.
8. To be responsible for her/his teaching room(s) with regard to good order, health and safety, appearance and display.
9. To share in the department's work in curriculum development with regard to schemes of work, assessment, teaching resources materials and methods used.

10. To take part in the school and department's methods of teaching, assessment and profiling records.
11. To be responsible for the use of all resources allocated to ensure value for money and no waste. To take responsibility for the supervision and security of rooms and all equipment.
12. To take her/his share in the cross-curricular work of the school.
13. To share in the responsibilities of the department.

### **Tutor Program and Responsibilities**

Under the guidance of the Hub Director:

1. To keep an accurate and up-to-date tutor group register and to follow the school's procedures for dealing with students' lateness and absence.
2. To give out information and letters for students to take home, ensuring every student receives one, including any absentees.
3. To check students' Planner at least once every week for homework set and for messages from parents.
4. To check on students' school uniform (Years 7 – 11).
5. To accompany the tutor group to assemblies.
6. To collate and check the subject profiles for her/his tutor group, to summarise and comment on achievements and behaviour. To discuss the reports with students and with parents at the parent/tutor meetings.
7. To ensure that all students have a clear understanding of the 'planning' necessary for a successful learning outcome, including revision programs.
8. To help advise students in KS3 on their KS4 courses. To help advise parents on realistic objectives for their sons/daughters. To help advise students in KS4 and the 6<sup>th</sup> Form on their further education and future careers.
9. To teach the tutor group the tutor program. To contribute to the development of materials and method for the program, and to the monitoring and evaluating of its objectives.
10. To know the personal circumstances and learning abilities of each member of the tutor group so as to support and advise each student as she/he progresses through the school.
11. To provide information for referring children with special needs and if required personally to take responsibility for liaison with support agencies.

### **Professional Development:**

1. Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Teacher of English.
2. Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## PERSON SPECIFICATION

|                              | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable Criteria | Measured By                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------|
| Education and Qualifications | <ul style="list-style-type: none"> <li>• Must have QTS (Qualified Teacher Status)</li> <li>• First degree or Certificate of Education</li> <li>• Relevant recent professional development</li> </ul>                                                                                                                                                                                                                                                                              |                    | Application Form<br>Certificates            |
| Skills and Abilities         | <ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Excellent written and verbal communication skills</li> <li>• Self-motivated with good organisational skills and the ability to prioritise workload effectively</li> <li>• Adaptable to changing circumstances and new ideas</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report concerns</li> </ul>                                                  |                    | Application Form<br>Interview               |
| Experience                   | <ul style="list-style-type: none"> <li>• Working in secondary education</li> <li>• Delivering improved outcomes for learners</li> <li>• Successfully building and maintaining collaborative relationships with parents, carers, partners and the wider community</li> </ul>                                                                                                                                                                                                       |                    | Application Form<br>Interview<br>Assessment |
| Knowledge and understanding  | <ul style="list-style-type: none"> <li>• Principles and practices of effective teaching and learning</li> <li>• Preparation of schemes of work and lessons</li> <li>• Principles and practices of monitoring/assessment/evaluation</li> <li>• The application of information and communications technology (ICT) learning and teaching in subject area(s)</li> </ul>                                                                                                              |                    | Interview<br>Assessment                     |
| Other requirements           | <ul style="list-style-type: none"> <li>• A professional role model who is committed to their own</li> <li>• professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul> |                    | Application Form<br>Interview               |

## HOW TO APPLY



|               |                             |
|---------------|-----------------------------|
| CLOSING DATE: | Wednesday 13 December 2023  |
| INTERVIEWS:   | w/c Monday 18 December 2023 |

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel.: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.  
The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

