



Welcome to Colne Valley High School where we are currently looking to appoint a new Teacher of English. This is an exciting time to join the Colne Valley Journey.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



Teacher of English

CANDIDATE INFORMATION PACK

▶ Welcome

Dear Colleague

I am delighted that you are considering the position of Teacher of English at Colne Valley High School.

We are seeking to recruit a Teacher of English for our secondary school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team.

I am excited to start my role as Principal at Colne Valley High School and I am keen to build a highly effective, wider team in order to make further improvements and secure excellent progress for all of our students.

I strongly believe Colne Valley High School has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at Colne Valley High School strives to 'achieve excellence together' and this role is integral to fulfilling the school's vision and supporting the shared RITA values.

We look forward to reading your application, best of luck to all.

Yours sincerely

Ms. Kate Smith

Principal



The
post

▶ Overview of the Position

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and staff at all levels.



Job Description: Teacher

Position:	Teacher of English
Department:	English
Pay range:	MPS/UPS
Responsible to:	Curriculum Leader English

Prime Objectives of the Post

- Carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Principal within the context of the job description set out below in a wholly satisfactory manner.
- To teach your subject and other subjects as appropriate throughout the Academy to students aged 11 to 16.
- To have pastoral oversight of a specific tutor group or similar responsibility.
- To play a full part in the life of the Academy community.

Main Duties and Responsibilities:

1 Curriculum

- 1.1 To plan, prepare, teach and evaluate lessons throughout an agreed age and ability range in accordance with statutory requirements, Academy aims and objectives, Academy policies and Faculty/Departmental Schemes of Work.
- 1.2 To ensure a high quality learning experience for students which meets internal and external quality standards and develops independent learning.
- 1.3 To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 1.4 To ensure that the teaching of key skills and cross curricular themes, skills and dimensions are reflected in the teaching and learning experience of students.
- 1.5 To participate, as required, in preparing teaching and programmes of work.
- 1.6 To be aware of national strategies that are relevant to them e.g. literacy, numeracy, ICT and have incorporated these as appropriate into their teaching.

2

Students

- 2.1 To support the Academy policy on behaviour, discipline and student welfare in the classroom. To communicate problems of a pastoral nature through established procedures.
- 2.2 To display students' work and maintain a tidy, safe and stimulating working environment.
- 2.3 To liaise with the Head of Support for Learning and the form tutor over students with special educational needs and to modify teaching and learning accordingly ensuring targets outlined in a student's Individual Education Plan are pursued.

- 2.4 To promote the use of the Learning Resources Centre.
- 2.5 To keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor.
- 2.6 To ensure that homework is set and recorded in the student planner.
- 2.7 To maintain good order and discipline ensuring health and safety including training students in the safe and appropriate use of equipment.
- 2.8 To set and maintain high standards of student work in the classroom.
- 2.9 To refer any Child Protection concerns to the designated Child Protection Officer in the Academy.

3 Assessment

- 3.1 To assess students' work in accordance with statutory requirements and Academy and Faculty/Departmental policies. To maintain a record of students' attainments. To use assessments to diagnose individual strengths and weaknesses and to inform teaching and learning
- 3.2 To complete monitoring, write reports on students and attend meetings with parents.
- 3.3 To assist in setting and marking internal examinations.
- 3.4 To ensure that external examination requirements are satisfied.
- 3.5 To recommend individual students for particular examination courses.
- 3.6 To set realistic and challenging targets for student improvement.

4 General

- 4.1 To contribute to the development of effective subject links with external agencies e.g. feeder primaries, partner secondaries, industry, community and Higher Education.
- 4.2 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- 4.3 To set cover work when on leave of absence/known absence.
- 4.4 To supervise groups of students whose teacher is not available to teach them (as appropriate).
- 4.5 To take reasonable care of Faculty/Department resources and to account for any equipment used.

TUTOR:

5

Main Responsibilities are:

- 5.1 To offer care and support to students in all aspects of their Academy life and prepare them for adult life.
- 5.2 To develop an understanding and knowledge of the whole tutor group and each student as an individual, promoting, monitoring and evaluating their progress and keeping up-to-date student records as may be required.

- 5.3 To enable students to play an active role in all aspects of SMSC education and the Academy's tutorial, PSHCE, citizenship and enterprise programmes.
- 5.4 To undertake all responsibilities to ensure the smooth day-to-day running of the Academy.
- 5.5 To support the Academy in meeting its legal requirements for a daily act of collective worship.

6 **Whole Academy**

- 6.1 To play a full part in the life of the Academy community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- 6.2 To undertake duties before Academy, at break and after Academy on a rota basis.
- 6.3 To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Outstanding 100, Christmas Concert and other liaison events.
- 6.4 To help implement and adhere to the Academy quality procedures and take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral function of the Academy.
- 6.5 To contribute to whole Academy planning and evaluation via the Faculty/Departmental operational plan and implementation.
- 6.6 To engage actively in the Performance Management Review process.
- 6.7 To participate in the Academy's staff development programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review, Faculty training plan and whole Academy training plan.
- 6.8 To ensure that you take care of your own Health and Safety and that of your colleagues in line with the Academy's policy.
- 6.9 To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- 6.10 To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 6.11 To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Safeguarding:

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

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. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy 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.

Person Specification: Teacher

Key to identification: A = Application I = Interview E = Exercise R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Qualified teacher status	✓		A
Evidence of current CPD activity in the last 2 years	✓		A
Relevant professional qualification		✓	A
Experience	Essential	Desirable	A/I/R
Proven track record of at least 2 years of teaching experience in the secondary sector	✓		A
Extensive experience of using and adapting a range of teaching, learning and behaviour management strategies	✓		A/I
Ability to use effective systems and procedures for quality assurance management in supporting pupil attainment	✓		A/I
Experience of effectively deploying support staff in the classroom	✓		A/I
Experience of accurately assessing student progress and using assessment data to inform future learning opportunities	✓		A/I
Experience of incorporating ICT into learning opportunities	✓		A/I
Evidence of effective partnerships with relevant agencies	✓		A/I
Experience of effective teaching in more than one school		✓	A/I
Experience of leading school development initiatives successfully		✓	A/I
Knowledge and understanding	Essential	Desirable	A/I/R
Knowledge of current and emerging good practice in relation to contributing to developing a computing curriculum, giving examples	✓		A/I/E
Knowledge of current safeguarding issues	✓		A/I
Knowledge of strategies to maximise progress and achievement for all children, including pupils with special educational needs	✓		A/I/E
Understanding of fostering links with home, school and other external partners	✓	✓	A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Excellent interpersonal and general communication skills	✓		A/I/E
Ability to work independently and as part of a team	✓		A/I/R
Ability to prioritise workload to meet deadlines	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Be flexible, resilient and demonstrate the ability to work well under pressure.	✓		A/I/R



Reasons to work at Colne Valley High School



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

