



Recruitment Booklet

Teacher of English

Dear Applicant,

Re: Post – Teacher of English

Thank you for your interest in the post of Teacher of English. It is an exciting time to join Cockburn Multi-academy Trust as we continue to grow and develop. We have an excellent reputation in Leeds and beyond and are in a privileged position to be able to give considerable support to an increasing number of schools within the city of Leeds and across the region. As a National Leader of Education, I am keen to develop leaders for the future and by being a National Support School ensure that there are increasing opportunities for both professional and career development for staff.

Our vision is an exciting, innovative and challenging one that will be at the heart of our schools, to create opportunities within and beyond the curriculum to enable each student to become confident, independent and successful citizens in modern Britain. In order to deliver our vision, we are looking to appoint colleagues who are dedicated and passionate about working with young people of all abilities and all backgrounds, you will be a reflective practitioner who not only shares our enthusiasm, aspirations and commitment but will make a difference, it is on these qualities that Cockburn MAT will continue to flourish.

I know that there is something unique about the schools in our MAT. Whilst they are at different stages of their journey of 'Transformation to Excellence' it is without doubt, the incredible staff teams that make the difference. As Executive Headteacher, I am fortunate to work alongside such dedicated teams that are relentless in their determination to secure the very best outcomes for the young people. That is why we would rather make no appointment than appoint someone who is not committed to our journey of 'Transformation to Excellence'. For this reason, we try to articulate clearly our Vision, Values and Expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated
- love the processes of learning and teaching and are keen to continually develop their own skills
- recognise that teaching can be a demanding job but get on with it rather than complaining
- will subscribe to the ethos of the academy and go the extra mile in terms of time and commitment to get the very best from their students
- see break duty as an opportunity to talk to students
- are quick to praise and slow to criticise.

The closing date for applications is 9am on 23rd May 2023.

e-mail to Recruitment@cockburnjohncharles.org or by post to Cockburn John Charles Academy, Old Run Road, Leeds, LS10 2JU.

Yours faithfully,



Mr D Gurney
Executive Headteacher

Job Title: Teacher of English

Accountable to: Subject Leader of English

Main Duties:

- carry out the duties of a school teacher, as set out in the current Schoolteachers' pay and conditions document
- promote the Vision, Values and Expectations of the Academy
- secure high quality student outcomes within the English department
- maintain good standards of planning, preparation and assessment
- ensure that personal standards of teaching are consistently high
- play a full and active role within the subject area
- comply with all whole school policies and procedures.

Curriculum provision and development

- contribute to curriculum development within the department
- produce schemes of work, as appropriate
- keep up to date with developments in the subject (including research/inspection findings); classroom management and pedagogy to encourage good practice
- liaise with the Subject Leader regarding links with relevant examination and validating bodies.

Raising standards

- make full use of assessment data to produce personal student targets and ensure these are reviewed on a regular basis
- contribute to the subject area's programme of enrichment activities (e.g. booster classes; session 7, visits; special events)
- contribute to the establishment of common standards of good practice and to the development of effective teaching and learning within the subject area
- comply with the whole school assessment and reporting procedure.

Communications

- represent the department within the Academy as agreed with the Subject Leader
- ensure reports to parents/carers are produced to a high standard and meet the agreed timescales
- ensure effective communication as appropriate with parents/carers and relevant external bodies.

Personnel

- participate fully in performance management and to act as appraiser if necessary for identified staff within the subject area in line with academy policy.
- ensure the effective and efficient deployment of classroom support
- participate in the school's ITT programme.

Promotion

- contribute to departmental and school promotional activities and events
- contribute to the development of effective subject links with partner schools and the wider community.

Management of resources

- manage the physical resources within the designated area, as agreed with the line manager.

Pastoral responsibilities

- act as form tutor and carry out the duties associated with the role including supporting the Academy in meeting its legal requirements for collective worship.

Health and Safety

- carry out his/her duties with full regard to the Academy's health and safety procedures.

Additional duties

- contribute to the life of Cockburn Multi-academy Trust, and to support its Values, Expectations and policies
- actively engage in performance management and continuing professional development activities
- undertake any other duties as required by the Head of School.

NOTES

- A.** The above responsibilities are subject to the general duties and responsibilities contained in the school teachers' pay and conditions documents.
- B.** 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. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time.
- C.** 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.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Qualifications	Essential	Desirable	MOA
Qualified Teacher Status (or currently an ITT/GTP trainee)	*		A/Q
Master's degree in education or similar/ further continued CPD		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
A good understanding of curriculum developments within the subject area of English	*		A/R/S
Strong ICT Skills		*	A/R/S
Understanding of effective teaching and learning strategies including behaviour	*		A/R/S
Proven ability as an excellent classroom practitioner	*		A/R/S
Knowledge and experience of intervention strategies	*		A/R/S
Knowledge and skills to safeguard the welfare of Children & Young People (CYP) and uphold your professional responsibility	*		A/R/S
Ability to self-evaluate learning needs and actively seek learning opportunities	*		A/R/S
Experience of leading initiatives which have had an impact on student attainment	*		A/R
Ability to teach a second subject		*	A/R/S
Evidence of leading high quality extra-curricular activities		*	A/R/S
Knowledge of current developments in education		*	A/R/S
EXPERIENCE		*	A/S
Either: • Successful placement(s), teaching English at KS3 & KS4 (<i>applicants currently in training</i>) or: Successful record of teaching English evidenced through attainment and progress (<i>applicants who already have gained QTS</i>)	Essential	Desirable	MOA
• Effective recent & relevant teaching experience of English across the age and ability range KS3 to 4	*		A/R/S



Contribution to the development of English beyond the classroom			A/R/S
PERSONAL QUALITIES		*	A/R/S
A passion for education and making a difference	Essential	Desirable	MOA
Excellent & confident communicator	*		R/S
Effective team member	*		R/S
Drive, determination & ambition	*		R/S
Energy, enthusiasm, sense of humour	*		R/S
Ability to motivate self and others	*		R/S
Willingness to contribute to the wider life of the Academy and Trust	*		R/S
Emotional resilience - recognising that working in education is demanding and approach the challenge positively	*		R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from students	*		A/R/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.	*		Q/R/S
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)			
	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

Teacher of English Person Specification	ESSENTIAL	DESIRABLE
EDUCATION	<ul style="list-style-type: none"> • QTS 	
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Successful teaching experience in a Secondary School • Teaching of English at Key Stage 3 and Key Stage 4 and to all abilities • A good understanding of curriculum developments within the subject area • Broad knowledge of the specifications and qualifications within the subject area • understanding of effective teaching and learning strategies including behaviour for learning 	<ul style="list-style-type: none"> • Experience of leading initiatives which have had an impact on student attainment. • Experience of teaching creative media
SKILLS	<ul style="list-style-type: none"> • Excellent classroom management and organisation skills • Ability to motivate and engage both staff and students • excellent communication and interpersonal skills • Able to communicate both orally and in writing to students, parents and staff • Strong ICT skills • Able to use a range of teaching and learning strategies • Ability to develop good working relationships with students and staff 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • dynamic nature with innovative ideas and a passion for teaching and learning • the highest levels of personal and professional integrity • energy and drive • ability to motivate self and others • Commitment to Continuing Professional Development 	
PLANNING, TEACHING & CLASS MANAGEMENT	<ul style="list-style-type: none"> • demonstrates clear strategic thinking on how to support students with identified needs to make progress • plans teaching and personalisation to achieve progression in students' learning • makes effective use of assessment information on students' attainment • delivers consistently good or better lessons 	
OTHER PROFESSIONAL REQUIREMENTS	<ul style="list-style-type: none"> • A professional responsibility to promote and safeguard the welfare of children and young people • Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline • The post holder will require an enhanced DBS 	

