

# APPLICANT

# PACK



## KING ECBERT SCHOOL



Realising Potential. Transforming Lives.

## Headteacher's Message

King Ecgbert School is seeking to appoint an outstanding **1.0 FTE Teacher of English (Fixed Term for one year)** to commence **September 2022**.

The school is exceptionally strong – rated outstanding by Ofsted, and has academic results that are consistently 'well above average'. This is a truly comprehensive school serving both disadvantaged and highly affluent communities.



We are proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield's Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of Mercia Learning Trust. The Trust was founded at King Ecgbert School and now comprises 6 schools both primary and secondary across the southwest of Sheffield. The Trust is led by its CEO, Chris French, and all of the schools benefit from an expert central services team.

King Ecgbert School is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude, and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

When we make appointments, we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

**Paul Haigh**  
**Headteacher, King Ecgbert School**

## Advert

**Post:** Teacher of English  
**School:** King Ecgbert School  
**Salary:** Teachers Main Pay Scale  
**Contract Term:** 1 Year Fixed Term 1.0 FTE  
**Start Date:** September 2022

The Governors of King Ecgbert School are seeking to appoint an outstanding Teacher of English to work in this outstanding, system leading school at the heart of the Mercia Learning Trust.

At King Ecgbert School, we believe in and promote our **ERA** values:

Academic Excellence for all

Showing Respect at all times

Having high Aspirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment.

We are delighted to offer the opportunity to join our successful, forward looking English department. We are looking for an outstanding teacher wanting to join a friendly team, which strives to give students an excellent, fun learning experience, whilst maintaining great outcomes .

We welcome applications from candidates who will challenge and excite our students and have the ability to consistently deliver inspirational and varied lessons. Ambitious for learning and a team player, you will have the vision and drive to build on the strong foundations that already exist in the department.

Additionally, please note that King Ecgbert School is looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work.

King Ecgbert school is part of a successful academy trust (Mercia Learning Trust); this allows opportunities to work with other successful departments and leading professionals to constantly improve staff through specific and focused CPD.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email [fevans2@ecgbert.sheffield.sch.uk](mailto:fevans2@ecgbert.sheffield.sch.uk)

To apply please submit a Trust application form to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note, we do not accept CVs or Council Application forms.

**Closing date for applications is: Midday Thursday 30 June 2022**

**Interviews are provisionally scheduled for: Week commencing 4 July 2022**

## **English Department – Additional Information**

### **General Information**

The English department currently consists of four full time members, five part-time members and one HLTA. The department also enjoys the support of two designated CIAs, who not only support learning but also organise administrative responsibilities. All members of the department teach across the full range of Key Stages and are committed to ensuring outcomes are first class and rapid progress is made by all learners. The ethos of the department is collaborative and supportive. We take shared responsibility for planning schemes of work and regularly share resources.

### **Structure**

In terms of leadership roles the department has a Head of English (acting joint Heads of English are currently in place), responsible for the English department as well other areas of the SIP from the wider school and Mercia Learning Trust. The department also has a TLR responsible for KS3. Reflection and CPD opportunities are encouraged through whole-school training days, exam board meetings, departmental T&L meetings, the Appraisal process and other departmental Quality Assurance processes.

### **Lessons**

The current timetable allocates 4 hours for English throughout Y7–11, with one hour in Y7 and Y8 being dedicated to Accelerated Reader, which is delivered by our Librarian and other colleagues. Regular revision sessions and intervention programmes are integrated throughout the academic year. At Key Stage 5, students currently receive 5 hours of contact time per week.

### **Organisation of groups**

Students are grouped in mixed ability classes throughout Y7 – Y9, and there is an element of targeted setting used in Key Stage 4 where it is most appropriate. The expectation is that all learners will make good progress in order to achieve to the best of their abilities.

### **Students**

The department has the opportunity to work with all students in the school. This not only includes the responsibility of stretching some highly gifted and academic students, but also ensures progress is made amongst all key cohorts (EAL, PPI, BME, SEN, ASD and FSM) at all key stages.

An exceptional integrated resource and SEN department work closely with the department in ensuring all students' needs are met and progress can be made.

### **Exam boards**

Currently the department works with AQA English Language and English Literature (GCSE) and English Language and English Literature B (A-level). The KS3 curriculum draws from the key skills required to achieve success in these specifications with regular assessment

throughout Y7-8 in order to reflect the experience and expectations of the qualifications higher up the school.

### **Resources**

Every classroom has a PC and an interactive electronic whiteboard. In addition, the department has its own ICT room with 30 networked PCs as well as laptops for student use. All rooms also have the use of a visualiser. The department is well funded and has recently updated its choice of texts across Key Stage 3, 4 and 5.

### **Examination Results**

In 2018 81.3 % of students studying GCSE English Language achieved a grade 4 or above. 82% of students studying GCSE English Literature achieved grade 4 or above, with 28% gaining an A/A\*. At A Level, our students gained 80 A\*-C for English Language and 68% A\*-C for English Literature. The department is ambitious to raise these results through the development of Teaching and Learning strategies, increased data analysis and extended personalisation, building on its extremely strong results at KS4.

### **The department in the wider life of the school**

The department organises a number of enrichment activities: Excellence in English lectures, events at World Book/Poetry Day, theatre trips, and other trips that enhance the curriculum content are integrated into the annual routines of the department. Furthermore the members of the department take part in parents' evenings, open evenings, revision sessions, parental engagement events and course information evenings, as well as supporting wider school events.

## Job Description

<b>Post Title:</b>	<b>Teacher of English</b>  * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Main Pay Range</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Responsible for:</b>	<b>N/A</b>

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

### PURPOSE OF THE POST

- To teach designated students and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies
- To undertake tasks related to the development of a curriculum area

### KEY RESPONSIBILITIES

Class Teacher Responsibilities:

- To plan programmes of work for students in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record student's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently

- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

#### **GENERAL RESPONSIBILITIES**

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach students according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community

#### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- The post may be required to travel and work within any school in the Mercia Learning Trust

#### **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

#### **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Issue Date: June 2022**

## Person Specification

<b>Post Title:</b>	<b>Teacher of English</b>  *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Main Pay Range</b>
<b>Responsible to:</b>	<b>SLT</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Qualified Teacher status – Degree or equivalent  Good Honours degree (First or Second Class)	Higher professional qualification  Recent and relevant professional development and ongoing commitment to this
Experience	Relevant experience of teaching in the subject to a full range of age and ability within a secondary school  Experience of teaching a wide range of abilities.  Experience/knowledge of current initiatives relating to	Experience of pastoral/tutor role

	<p>achievement and inclusion in relevant subject</p> <p>Track record as a successful classroom practitioner across the secondary school age and ability range</p> <p>Track record of achieving high levels of value added at both key stages</p>	
<p>Knowledge/Skills (Ability to)</p>	<p>* The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Must have highly effective communication skills which engage students, parents, staff, Governors and the wider community</p> <p>Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments</p> <p>A clear understanding of the characteristics of high quality teaching and learning and achievement for all students</p> <p>Knowledge of current issues and recent developments in the curriculum area</p> <p>Capacity to use ICT as integral part of teaching</p> <p>Knowledge and understanding of the value added agenda, including levels of progress</p> <p>Ability to lead initiatives, support the process of change and work effectively in a team.</p>	

	<p>Secure commitment to a clear aim and direction for the subject.</p> <p>Ability to use student assessment data to raise achievement.</p> <p>Accuracy/Attention to detail</p> <p>Knowledge of current legislation and guidance relating to education, subject area and safeguarding</p>	
Personal Qualities	<p>Passion and enthusiasm for your subject, learning and improving life chances of young people</p> <p>Must be able to demonstrate the ability to take initiative, lead, motivate, inspire and support the full range of stakeholders to achieve excellence</p> <p>Must be ambitious for self and others, showing a powerful commitment to continuous improvement and raising standards</p> <p>Must be resilient and optimistic, having a relentless focus on achieving the best for young people</p> <p>A commitment to inclusive education</p> <p>Ability to form good working relationships with students and staff</p>	<p>A willingness to contribute top extra-curricular activities.</p> <p>A vision for the development of the department.</p> <p>A commitment to personal and professional development.</p>

	<p>Must be able to show evidence of an alignment with the values of the school both in words and behaviours</p> <p>A commitment to safeguarding and promoting of welfare of children issues.</p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.mericiatrust.co.uk](http://www.mericiatrust.co.uk)
- Email your completed application to [recruitment@mericiatrust.co.uk](mailto:recruitment@mericiatrust.co.uk) or post it to:  
 MLT Recruitment Team  
 Mercia Learning Trust  
 79 Glen Road  
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.mericiatrust.co.uk/careers](http://www.mericiatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2353855 or [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@mericiatrust.co.uk](mailto:recruitment@mericiatrust.co.uk).

Key dates:

**Closing date for applications is: Midday Thursday 30 June 2022**

**Interviews are provisionally scheduled for: Week commencing 4 July 2022**

**The small print:**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.