



Alcester
Academy

TO BE THE BEST THAT WE CAN BE

Information Pack

Teacher of English Maternity Cover

Starting September 2021 until July 2022

MPS/UPS

Closing Date: Friday 19th March at 12 noon.

Interviews: Week commencing 22nd March 2021

Post

The School

Alcester Academy is a highly successful 11-16 school with 610 students currently on roll. Alcester is located between Studley and Stratford-Upon-Avon. The school has an excellent reputation based on examination results, a progressive approach to educational development and a strong sense of community. At our last inspection, Ofsted judged us good with a view to returning very soon in order to re-assess this decision towards an outstanding judgement. The schools' overall Progress 8 score for 2019 was 0.77, which once again places us as one of the top performing non-selective schools in Warwickshire, and in the top 5% nationally.

Further details about the school can be found on our website (www.alcesteracademy.org.uk), including our current curriculum information. Our Twitter feed (@AlcesterAcademy) is another excellent source for a feel of the school.

Alcester Academy

English

A vacancy has arisen to become part of an outstanding English department within a high performing and friendly school. Alcester Academy enjoys a strong reputation locally and nationally as a result of our caring ethos and excellent academic performance.

The successful applicant will join an ambitious and thoroughly supportive teaching team who work in collaboration with a highly successful English department. At Alcester Academy, teachers enjoy the freedom to deploy their individual skills, and talents, whilst conveying a passion for their subject and delivering excellent outcomes.

The English department is proud of the progress that students make. A cohesive group of 6 teachers and one specialist teaching assistant and a team who have an established record of excellent results. 2019 results far exceeded National Averages and the department has a consistent and achievable target of 90%+ at grades 9-4, 70%+ at grades 9-5 and 40%+ at grades 9-7. The English 2018 and 2019 set of results placed us within the top 10% nationally- with an average P8 score of +0.9.

This is a temporary, yet exciting, post covering a maternity leave.

Applicants will be considered from all points of experience, including newly qualified teachers.

If you feel that Alcester Academy could be for you, please contact the Subject Leader, Nick Cooke, for an informal discussion, OR simply complete the application form.

More details regarding this post and an application pack is available by emailing: admin@alcesteracademy.org.uk, or by visiting the Alcester Academy website. In light of COV-ID 19, we encourage an initial phone conversation or video meeting for all candidates.

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post

The Application Process

Please complete an Alcester Academy application form which can be found on our website <https://www.alcesteracademy.org.uk/academy-information/vacancies>. A written statement in support of your application will be accepted but we do not consider CVs.

The application deadline is 12 noon on Friday 19th March 2021 with interviews taking place week commencing 22nd March 2021.

We reserve the right to follow up references provided in person.

If you have any questions with regard to this vacancy or wish to visit the school, please contact admin@alcesteracademy.org.uk. We look forward to receiving your application.

Please note that this school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required.

Recruitment and hiring during COVID-19:

This post is temporary 12 months in the first instance due to COVID - 19

Despite the challenges we face, recruitment and hiring will continue at Alcester Academy with as little disruption as possible over the coming weeks and months. Applicants will still be invited to complete an application form in the first instance. Shortlisted candidates will be given a lesson topic and asked to produce a detailed lesson plan. We will adhere to the government's social distancing recommendations, interviews may be conducted via online video in the event of a further lockdown.

If you have any queries or concerns, please get in touch with admin@alcesteracademy.org.uk

Job Description

Position: Teacher

Salary Grade: MPS / UPS

Responsible to: Subject Leader

All staff at Alcester Academy strive to enable students to be the best that they can be. Teachers make education and learning of their students their first concern. They are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, take responsibility for keeping their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents/carers in the best interests of their students.

The expectations and duties of all Teachers at Alcester Academy are set out in the national Teachers' Standards, which can be found at: <https://www.gov.uk/government/publications/teachers-standards>

As we aim to be outstanding in every aspect of our work, we ask for all teachers to be increasingly aiming to meet the academy post-threshold standards, as indicated in the National Standards Audit.

Pastoral responsibilities will include form tutor duties such as:

- registration
- monitoring behaviour
- monitoring punctuality and attendance
- checking uniform and equipment, including student planners
- liaison with other staff as necessary
- liaison with parents/carers when necessary
- delivery of tutor work

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:

Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions
- showing tolerance of, and respect for, the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

Staff must have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to the national Teacher Standards, all teachers are expected to undertake any other task reasonably requested by the Headteacher.

Elements of this job description may be negotiated at the request of either party and with the agreement of both.

Post holders with additional responsibilities will have an additional Job Description relating specifically to additional paid roles.

“To be the best that we can be”

Alcester Academy



TEACHER - PERSON SPECIFICATION

| Qualifications | Essential | Desirable | EVIDENCED (Application Form/Interview/ References) |
|--|------------------|------------------|---|
| DfE recognised Qualified Teacher Status | • | | A |
| Appropriate Degree | • | | A, I |
| Evidence of recent and relevant professional development | • | | A |
| Personal Skills | | | |
| Enjoys working with children and young people | • | | I, R |
| Forms and maintains appropriate relationships and personal boundaries with children and young people | • | | I, R |
| Hardworking, energetic and cheerful | • | | I |
| Resilient | • | | A,I,R |
| Excellent attendance and punctuality record | • | | R |
| Works effectively in a team, sharing issues and best practice | • | | A,I,R |
| Relates well to students and parents/carers | • | | I,R |
| Teaching Skills | | | |
| Excellent classroom practitioner with good classroom management skills | • | | I,R |
| Enthusiastic about their subject(s) and enjoys teaching | • | | A,I |
| Communicates well with students of all abilities and disposition | • | | I,R |
| Excellent subject knowledge – uses innovative practice | • | | A,I,R |
| Works on own initiative – thinks strategically and creatively | • | | I,R |
| Approaches change and continuous development positively | • | | A,I,R |
| Uses ICT as an innovative tool for learning | • | | A,I,R |
| Well organised and good time management skills | • | | I,R |
| Meets tight deadlines with attention to detail | • | | I,R |
| High degree of personal integrity | • | | A,I,R |
| Maintains a sense of perspective and good sense of humour | • | | A,I,R |
| Attitudes | | | |
| Determined to support students’ progress | • | | A,I,R |
| Has a thirst for professional development | • | | A,I,R, |
| Willing to contribute to whole school extra-curricular activities | • | | A,I,R |
| Has high expectations of students and self | • | | A,I,R |

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All appointments are subject to Enhanced DBS Disclosure

Privacy Notice for Applicants: How we use your information

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications
- Information on documents provided for the purposes of proving identity e.g passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people

- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- To make salary payments and pay over PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff and Governors who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (EPM) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

A copy of those schedules can be located using the following link:<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

***Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>