



MOUNTS
BAY



Teacher of English

APPLICATION PACK



Proud member of the Leading Edge / Academies Partnership



Principal – Mr L Hall BA (Hons) PGCE MA NPQH

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

TR18 3JT

www.mountsbay.org

Salary scale: MPS/UPS

Contract Type: Full-time

Contract Term: Permanent

Teacher of English

We are seeking a talented, creative and innovative English specialist to join our very successful English team. Mounts Bay Academy is a forward-thinking Academy combining traditional values with innovative teaching and learning. We provide a broad and balanced curriculum for all our students who are set challenging academic and personal targets and given the inspiration to succeed.

Applications are welcome from colleagues who have a deep knowledge of their subject area. We want you to show us that you understand how concepts, content and knowledge is organised and delivered; we want to know that you are up-to-date with what expert colleagues and specialist organisations are saying and it is really important that you are passionate about sharing this with colleagues and students.

Is this post the right one for you? It is if:

- you are someone who can think critically about pedagogy and specialist-specific approaches
- you are ambitious for students as well as yourself
- you value and use research to extend your own repertoire in order to develop and coach others
- it is your practice to use a wide range of pedagogical approaches because you can see their relevant in different contexts
- you can articulate and justify the reasons why each might be used.

Specifically, we are interested in skilled practitioners who appreciate and understand the preconceptions and misconceptions students may have about a topic/area of study. Successful candidates will be able to show that they not only have a clear understanding of possible barriers to learning, but that they know how to select and use appropriate strategies to overcome these, especially for students with SEND and for those from disadvantaged backgrounds.

Mounts Bay Academy embraces the use of new technologies, providing 1-1 iPad devices for each child and an iPad and MacBook for each member of staff. We would welcome applicants who are innovative in their use of IT and can develop their use as a strategy to deliver outstanding lessons.

Application forms and information packs are available via our school website or upon request by telephoning the Academy.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information, please contact Malvina Jenkin

HR Manager at Mounts Bay Academy

☎ 01736 363240 or email:

mjenkin@mountsbayacademy.org

Closing date for applications: 12 noon Wednesday

25th May 2022 Interviews Thursday 26th May 2022

Start: September 2022

Please send your completed application form to Malvina Jenkin at Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Dear Applicant

Thank you for expressing an interest in the post of **Teacher of English** at Mounts Bay Academy, a member of the newly formed Multi Academy Trust called Leading Edge Academies Partnership. I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is the hub for the central team of the Multi-Academy Trust (MAT) with 1008 students aged 11-16 years. The Mounts Bay school converted to Academy status in 2011 and a year later was awarded an outstanding grade in a full Ofsted Inspection. This allowed the organisation to apply to become a Teaching School called 'Applied Minds', now known as Leading Edge Teaching School, which has provided innovative CPD and ITT to schools across Cornwall. As part of this brief, the Academy is a hub for the Challenge Partners' network.

The Academy has also successfully made bids to improve facilities over the last 5 years and there are now new changing rooms and Science laboratories, a new sports hall and an artificial sports pitch. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students.

Mounts Bay Academy is an Apple Distinguished school and each student and staff member is provided with a mobile device to support learning. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

This is an exciting time, with a new OFSTED framework, where we will be refocusing the leadership and developing our vision for World Class Education for Global Leaders.

We are looking for a professional with a spirit of adventure who understands that high academic standards and exciting learning can combine to change young people's lives. I look forward to receiving your application for this important post. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

I look forward to hearing from you.

Yours sincerely,



Les Hall
Principal

Application

If you wish to apply, please either email your application to Malvina Jenkin, HR Manager mjenkin@mountsbayacademy.org (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

In line with our safeguarding practices we are unable to accept CVs.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Shortlisting

Applications will be reviewed on 23rd of **May** 2022 and shortlisted candidates will be invited to attend for an interview.

Interview

Interviews for the post will take place on the 25th May 2022 .

Please note that in the current circumstances during the Covid-19 pandemic, the interview process will take place online.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website www.mountsbay.org.

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
Cornwall
TR18 3JT

Phone: 01736 363240

Web: www.mountsbay.org

Job Description

Post Title:	Teacher of English
Purpose:	<p>To create, action and lead a holistic yearly action plan that transforms teaching and learning in your subject area in order to ensure that:</p> <ul style="list-style-type: none"> • All students have a high-quality learning experience because all learning programmes are designed to be conceptual, memorable, enjoyable and fully compatible with values-based education principles. • All students have access to a range of cultural events and experiences that enhance their cultural capital in English and related studies. • Outcomes are raised year on year for all groups. • Achievement gaps rapidly narrow.
Reporting to:	Head of English
Liaising with:	Principal/Vice Principals, subject leads, teaching/support Staff, MAT representatives, external agencies and parents/carers
Working time:	195 days per year. Full-time.
Salary/Grade:	MPS/UPS
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	<ul style="list-style-type: none"> • The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared.
Class Teacher Responsibilities	
<ul style="list-style-type: none"> • To carry out duties of an Academy teacher as set out in the current Academy Teachers' Pay and Conditions Document. • To carry out the duties of a general class teacher as detailed in the Academy's class teacher job description, including some provision for cover of absent teachers. • To be responsible for teaching across both key stages. 	
Internal Organisation, Management and Control	
<p>To contribute to:</p> <ul style="list-style-type: none"> • Maintaining and developing the ethos, values and overall purposes of the Academy. • Formulating the aims and objectives of the Academy and policies for their implementation. • To contribute to planning improvement which will translate Academy aims and policies into actions. • Implementing the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs. • The efficient organisation, management and supervision of Academy routines. 	

Operational/Strategic Planning
<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the programme/subject. • To contribute to the programme/subject's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the Whole Academy's planning activities.
Curriculum Provision
To assist the Programme/Subject Leader, the Assistant Principal Data, Standards and Progress, to ensure that the programme/subject provides a range of teaching that complements the Academy's strategies and objectives.
Curriculum Development
To assist in the process of curriculum development and change to ensure the continued relevance to students' needs, examining and awarding bodies and the Academy's Mission and Strategic Objectives.
Staff Development
<ul style="list-style-type: none"> • To partake in the Academy's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Continuous Career Development (CCD) process. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance
<ul style="list-style-type: none"> • To help implement Academy quality procedures and to adhere to them. • To contribute to the process of monitoring and evaluation of the Curriculum Area/Department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To partake as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information
<ul style="list-style-type: none"> • To maintain appropriate records and provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications
<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.

Marketing and Liaison
<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings, Parents' Information Evenings, Progress Review Days and liaison events with partner schools. To contribute to the development of effective subject links with external agencies.
Management of Resources
<ul style="list-style-type: none"> To contribute to the process of ordering and allocation of equipment and materials, whilst being conscious of efficiency savings. To assist the Head of Department to identify resource needs and contribute to the efficient/effective use of physical resources. To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the Academy, Department and students.
Pastoral System
<ul style="list-style-type: none"> To be a Form Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Tutor Group as a whole. To liaise with a Pastoral Leader to ensure the implementation of the Academy's Pastoral System. To register the students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life. To evaluate and monitor the progress of students and keep up-to-date student records as may be required. To contribute to the preparation of Action Plans and Progress Files and other reports. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. To communicate as appropriate with parents of the students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff. To apply the Behaviour Management System so that effective learning can take place.
Teaching
<ul style="list-style-type: none"> To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students. To undertake a designated programme of teaching. To ensure a high quality-learning experience for students that meets internal and external quality standards. To prepare and update subject materials. To use a variety of delivery methods that will stimulate learning appropriate to students' needs and demands of the syllabus. To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

- To undertake assessment of students as requested by external examination bodies, Departmental and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we:

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
Graduate with QTS.	Further professional study at a higher level.	Application Form / Interview
A CPD portfolio with evidence of recent, relevant course participation and all academic qualifications.	Additional information. For example, students' work or newspaper cuttings.	Interview
Evidence of good or excellent examination results in subject specialism.	Successful threshold application.	Application Form / Interview
Recent experience of project management relating to Academy improvement.	Leadership of an innovative project with evidence of raised standards.	Application Form / Interview
Evidence of personal impact on the ethos of your school/Academy or community.	Evidence of personal impact in education projects of county or national importance.	Application Form / Interview
An interest in making a contribution to the profile of the Teaching School and Associate Research School (EEF).	A vision of how the Teaching School could develop.	Application Form / Interview
A 'can do' positive attitude that seeks solutions to problems.	Evidence of creativity and a willingness to take risks and learn from mistakes.	Application Form / Interview
A willingness to role model good practice and act as a lead learner in the organisation.	Evidence of giving inset to others or doing research for school improvement.	Application Form / Interview
An interest in new approaches to learning.	A vision of how learning could be transformed in the Academy.	Application Form / Interview
A background in ICT for learning or admin.	Evidence of a qualification in ICT.	Application Form / Interview