

# Teacher of English

## RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Sam Rooke, Headteacher*

<b>JOB TITLE:</b>	<b>TEACHER OF ENGLISH</b>
<b>OPPORTUNITY:</b>	<p>We are seeking to appoint an excellent English Teacher to join our English department at President Kennedy School. The department provide an excellent curriculum provision and continually achieve strong results at Key Stage 4 and Key Stage 5. An ambitious and innovative teacher will thrive in this environment and will be offered plentiful opportunity for further progression.</p> <p>As a qualified English Teacher you will possess a passion for raising achievement in English and an aptitude for overcoming barriers to learning. Dynamic and creative, you will be an excellent team player and be able to inspire others around you.</p>
<b>REPORTING TO:</b>	Subject Leader of English
<b>LOCATION:</b>	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	TMS/UPS
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

## Teacher of English

“President Kennedy School is committed to ‘building brighter futures’ for all. They embody this ambition wholeheartedly. Pupils are proud and happy to be a part of this inclusive and diverse school where they excel both academically and personally. The caring nature and positive relationships between pupils of all ages, and staff, is what makes this school such a special place to be” – OFSTED December 2023

President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students. It is also an extremely special school that serves its local community.

A crucial part of building bright futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. For this to be successful though we need to ensure that our core values are lived and breathed in everything we do:

1. Students First
2. It’s about Learning
3. No Barriers

If you are passionate about working with incredible young people and helping them reach their potential, then this role could be exactly what you’re looking for.

The English department is an excellent team of subject specialists who have a love of literature and enjoy collaborating to get the best out of students. They continue to achieve great outcomes for their students at KS4 and KS5 and continue to innovate and develop the curriculum so it is diverse, inclusive, relevant, and engaging for our students.

The school and department also have access to, and delivers, exceptional CPDL for all staff. This addresses both Teaching and Learning practice as well as developing all to be leaders of learning in their classroom.

President Kennedy School, and the Futures Trust, know that for us to really put students first then we must put staff first as well. Therefore, if you are interested in seeing how you can help us build brighter futures or are interested in visiting us to explore the role further then please email Tyson Lane (Deputy Headteacher) at [Lanet@pks.coventry.sch.uk](mailto:Lanet@pks.coventry.sch.uk)

We look forward to receiving your application.

## **JOB DESCRIPTION**

### **Job Purpose:**

To encourage learning which allows students to achieve high standards; to share and support the corporate responsibility for the well-being, education, and discipline of all students.

### **Duties and responsibilities:**

#### **Educational Responsibilities**

1. To carry out the general duties and responsibilities of a professional school teacher in accordance with the Principal Statement of Employment Particulars and associated documents including the Teachers' Standards and School Teachers' Pay and Conditions Document.
2. To implement whole-school, cross-curricular, department and year policies.
3. To take part in scheduled meetings with colleagues and parents according to the school's published programme.
4. To share in supervisory duties according to the school's published rotas.
5. To share in cover for absent colleagues in accordance with the national guidelines and School Teachers' Pay and Conditions of Employment and subsequent statements.
6. To participate in whole-school, team and individual arrangements for her/his in-service training and professional development.
7. To keep up to date with all school information, e.g. the weekly diary and newsletter, the staff handbook, e-mail and information sent via the pigeon-hole daily.

#### **Academic Curriculum**

Under the guidance of the Curriculum Leader and Cross-curricular Teams where appropriate:

1. To plan and prepare courses and lessons for the groups assigned.
2. To teach all students according to their educational needs. This includes the setting, marking, assessing of classwork, homework, projects, etc.
3. To keep records of students' attendance at every lesson as well as classwork, homework set and completed.
4. To review and evaluate work programmes.
5. To maintain good order and behaviour according to the school's policies in order to facilitate learning and safeguard the health and safety of students both in school and in any authorised school activity outside school.
6. To participate in external examinations arrangements as well as other assessment programmes.

7. To communicate with parents concerning students' progress through writing reports and/or profiles, through attending scheduled parents' meetings and, where appropriate by letter or telephone.
8. To be responsible for her/his teaching room(s) with regard to good order, health and safety, appearance and display.
9. To share in the department's work in curriculum development with regard to courses of study, teaching resources materials and methods used.
10. To take part in the school and department's methods of teaching, assessment, and profiling records.
11. To be responsible for the use of all resources allocated to ensure value for money and no waste. To take responsibility for the supervision and security of rooms and all equipment.
12. To take her/his share in the cross-curricular work of the school.
13. To share in the responsibilities of the department.

### **Tutorial Programme and Responsibilities**

Under the guidance of the Learning Manager:

1. To keep an accurate and up-to-date tutor group register and to follow the school's procedures for dealing with students' lateness and absence.
2. To give out information and letters for students to take home, ensuring every student receives one, including any absentees.
3. To check students' Planner at least once every week for homework set and for messages from parents.
4. To check on students' school uniform (Years 7 – 11).
5. To ensure that the tutor group play a full part in School Council activities.
6. To accompany the tutor group to assemblies.
7. To collate and check the subject profiles for her/his tutor group, to summarise and comment on achievements and behaviour. To discuss the reports with students and with parents at the parent/tutor meetings.
8. To ensure that all students have a clear understanding of the 'planning' necessary for a successful learning outcome, including revision programmes.
9. To help advise students in KS3 on their KS4 courses. To help advise parents on realistic objectives for their children. To help advise students in KS4 and the 6<sup>th</sup> Form on their further education and future careers.
10. To teach the tutor group the tutorial programme. To contribute to the development of materials and method for the programme, and to the monitoring and evaluating of its objectives.
11. To know the personal circumstances and learning abilities of each member of the tutor group so as to support and advise each student as they progress through the school.
12. To provide information for referring children with special needs and if required personally to take responsibility for liaison with support agencies.

13. To ensure the most able students are identified and sufficiently challenged through the mainstream programme and extension activities.

**Professional Development:**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Teacher of Maths are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Must have QTS (Qualified Teacher Status)</li> <li>• First degree or Certificate of Education</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in 11-19 schools</li> <li>• Ability to teach A Level English Literature or Language</li> </ul>	Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>• Excellent written and verbal communication skills</li> <li>• Adaptable to changing circumstances and new ideas</li> <li>• Self-motivated with good organisational skills and the ability to prioritise workload effectively</li> </ul>		Application form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Principles and practices of effective teaching and learning</li> <li>• Preparation of schemes of work and lessons knowledge and understanding of subject area(s)</li> <li>• Principles and practices of monitoring/assessment/evaluation</li> <li>• The application of information and communications technology (ICT) learning and teaching in subject area(s)</li> </ul>		Application form Interview Assessment
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Excellent teacher</li> <li>• Accesses, analyses and interprets information</li> <li>• Committed to: Raising standards for all in the pursuit of excellence</li> </ul>		Interview Assessment



	<p>Continuous learning for the entire school community</p> <p>Entitlement of all pupils to effective learning and teaching</p> <p>Choice and flexibility to meet the personal learning needs of every child</p>		
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own continuous professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers</li> <li>• Values diversity and the unique contribution that every individual makes to the learning community</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Demonstrates professionalism, loyalty and integrity</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Interview

## HOW TO APPLY

CLOSING DATE:	10am on Friday 18 <sup>th</sup> October
INTERVIEWS:	Week beginning 21 <sup>st</sup> October

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.