



North East  
Learning Trust

WE'RE LOOKING FOR

A **SECOND IN**

**ENGLISH**

TO JOIN OUR TEAM



**ASHINGTON**  
Academy

**Ashington Academy**  
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Northumberland, NE63 8DH

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## Second in English

### Required from January 2020 or earlier if possible

**Salary MPS/UPS, plus TLR 2.3 (£4,530) can be negotiated depending on experience**

We are seeking to appoint a highly qualified, motivated and ambitious leader with the highest personal and academic standards to assist in leading our English Department, someone who is an outstanding practitioner, with high expectations and a record of achieving the best outcomes from their students. We are looking for a leader with drive, energy, a genuine love for teaching and learning and a passion for English, someone who has the vision and determination to assist in leading the English Department to ensure all our students receive excellence every day.

Are you a consistently excellent practitioner who is looking to gain new working experiences? Do you want to join a forward-thinking Trust with innovative approaches to learning at its core, a Trust that places children at the heart of everything we do?

#### **Your role will include:**

- Leading the strategic direction and development of Key Stage 3 English
- Driving forward the quality of teaching and learning in the department
- Supporting the strategic direction of SMSC at whole-school level
- Leading and managing staff
- Effectively deploying resources
- Working alongside a dedicated English Research Lead to share interventions that impact on pupil outcomes
- Performance management responsibilities

#### **Deadline:**

**Wednesday 9 October 2019**

Shortlisting will take place Thursday 10 October with interviews w/c 14 October 2019.

#### **How to apply:**

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.



## Job description

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate effective leadership skills and to undertake the following responsibilities in relation to the post:

### Generic duties:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum areas, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To act as a Deputy Curriculum Lead and be responsible for leading and developing this area, with a particular focus on Key Stage 3 English.
- To lead the strategic direction and development of SMSC in the Academy.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a deputy manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

### Strategic:

- To assist in the coordinated delivery of the English curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To assist in the day-to-day management, control and operation of the curriculum provision within the department.
- To monitor and follow up student progress.
- To implement school Policies and Procedures.
- To assist in working with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.

- To assist in ensuring that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.

### **Curriculum:**

- To assist in ensuring the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives, with responsibility for leading and developing the Key Stage 3 English and SMSC curriculums.
- To keep up to date with national developments in the subject areas and teaching practice and methodology.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To promote and develop appropriate extra-curricular and community activities within the department.

### **Staffing:**

- To work with the Head of English to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To assist in ensuring the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

### **Quality management:**

- To assist in ensuring the effective operation of quality control systems.
- To set targets within the department and to work towards their achievement.
- To assist the Head of English in establishing common standards of practice within the department and assist in developing the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to assist in ensuring adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To assist in the implementation, modification and improvement, where required, within the relevant curriculum areas, with a particular focus on Key Stage 3 English and SMSC.
- To assist in ensuring the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To produce reports within the quality assurance cycle.
- To assist in identifying appropriate courses and coordinate exam entries within

the department.

### **Quality management:**

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to SMSC according to the school policy.
- To implement the Behaviour Management system in the department so that effective learning can take place.

### **Other specific duties:**

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.



## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• First degree or equivalent in a relevant English subject</li><li>• Recent and relevant continual professional development</li></ul>	<ul style="list-style-type: none"><li>• Good Honours Degree in a relevant English subject</li></ul>
Relevant experience	<ul style="list-style-type: none"><li>• Recent and successful teaching experience in the relevant subject area at both KS3 and KS4</li><li>• Proven track record of delivering excellent outcomes for students of all abilities</li><li>• Minimum two years' experience in a successful English Department or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Experience of leading or managing developments in SMSC</li><li>• Experience of leading or managing developments in the curriculum area</li><li>• Experience of making a significant contribution to improving student outcomes at departmental level</li><li>• Experience of organising and participating in extra-curricular work</li></ul>
Aptitude and skills	<ul style="list-style-type: none"><li>• Excellent communication skills both verbal and written</li><li>• Excellent classroom teacher</li><li>• Ability to work under pressure</li><li>• Ability to lead, motivate, challenge and inspire staff and students</li><li>• Ability to initiate and successfully implement change</li></ul>	<ul style="list-style-type: none"><li>• Ability to teach religious studies</li><li>• Experience in the use of new technologies to improve teaching and learning</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• Reliable and conscientious</li><li>• Desire and ability to learn new skills</li><li>• High expectations of all students</li><li>• Caring and supportive</li><li>• Enthusiastic team player</li><li>• Organise, plan and prioritise effectively</li><li>• Flexibility, adaptability and creativity</li></ul>	

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.