



## Teacher of English Information for Applicants



Longfield Academy of Sport  
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[www.longfield.uk.com](http://www.longfield.uk.com)

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# Welcome



***We are academic. We are different. We are welcoming.***

Welcome to Longfield and thank you for your interest in this vacancy. Longfield is an 11-16 school with a relentless determination to secure excellent results for all pupils. We are a school that aims high.

Longfield has built a reputation for academic achievement, strong pastoral care and excellent behaviour. Our achievements are recognised with many national awards.

On joining the Longfield Academy Trust you will benefit from an exceptional continuous professional development programme, informal and formal opportunities for progression and a welcoming and supportive environment in which to develop your career.

We would encourage you to come and visit the school and see what we do. I look forward to receiving your application.

**Susan Johnson BA (Hons) NPQH**  
**Headteacher**



# About us

Longfield is a converter Academy which was established in 2011. We are the lead school within Longfield Academy Trust and currently sponsor a local primary school.

Longfield Academy Trust is currently exploring working with an outstanding school in the local area to form a new multi-academy trust. Through this we hope to strengthen our capacity for school improvement, improve our financial resilience and provide opportunities for further expansion, staff development and to share services.

We believe that every pupil is entitled to the best education and should be given the opportunity to fulfil their potential. All academies within the Trust, are expected to be distinctive, independent organisations with their own ethos, who can deliver high standards in their own right.

Each school should be an improving school; developing young people who achieve highly and are well rounded, ambitious individuals equipped in all respects for a modern, diverse society. The Trust's challenging, supportive leadership and management can enable schools to transform attitudes and outcomes.

Regardless of background every pupil who comes to Longfield will have an exceptional educational experience which will meet their individual needs and abilities.

To enable us to do this we require the best staff who are dedicated to the school and strive to achieve the best outcomes for our pupils.



## Teacher of English

Full-time/Permanent  
Main Pay Range/Upper Pay Range

To commence January, 2018

We are seeking to appoint a talented and committed classroom practitioner to join our high performing English and Literacy Faculty.

The ideal candidate will be an enthusiastic and visionary teacher with high aspirations, and the ability to inspire and motivate pupils. You will have a proven track record of academic achievement, and a demonstrable record of being able to deliver innovative and creative lessons in the classroom which ensure pupils make or exceed expected progress.

This role would suit a newly qualified teacher or a more experienced teacher seeking a new challenge.

To discuss the post or arrange a visit please contact Mrs L Laver, Faculty Leader-English and Literacy, on (01325) 380815.



# Job description

**Job Title:** Teacher of English  
**Responsible to:** Faculty Leader - English and Literacy  
**Location:** Longfield Academy of Sport

## **Aims of the Post:**

To provide the highest quality of education, care and preparation for life for all pupils in the school in accordance with the Teachers' Standards and school policy.

## **Main Responsibilities**

### **Teaching**

- ◆ To work with the Faculty/Curriculum Leaders and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge pupils of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses
- ◆ To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for pupils of all abilities and backgrounds whilst ensuring individual pupil progress
- ◆ To share in the preparation and delivery of SMSC elements in all lessons across the curriculum
- ◆ To employ a variety of interactive teaching methods appropriate to the age and ability of each individual pupil to promote a love of learning
- ◆ To impart knowledge and develop understanding through effective use of lesson time
- ◆ To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- ◆ To reflect systematically on the effectiveness of lessons and approaches to teaching
- ◆ To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis
- ◆ To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery

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# Job description

## **Assessment, feedback and tracking**

- ◆ To know, understand and undertake assessment for the relevant subject and curriculum areas, including fulfilling statutory assessment requirements
- ◆ To give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to the feedback
- ◆ To use relevant data and pupil tracking systems to monitor progress, set targets and plan subsequent lessons
- ◆ To be accountable for pupil attainment, progress and outcomes within designated classes
- ◆ To maintain appropriate records and to complete assessments, trackers and reports regarding pupils as required

## **Pupil Support, Welfare and Safeguarding**

- ◆ To be a form tutor to an assigned group of pupils and to promote the general progress and well-being of individual pupils and the tutor group as a whole
- ◆ To be keenly aware of the responsibility for safeguarding children and to alert pastoral and other staff to problems arising with individual pupils
- ◆ To demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between pupils and staff
- ◆ To act as a positive role model for pupils, promoting appropriate behaviour for learning and encouraging good practice with regard to punctuality, attendance, standards of work and homework
- ◆ To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- ◆ To ensure pupils comply with policies concerning the use of ICT equipment and observe good practice with regard to e-safety

## **Communications**

- ◆ To communicate effectively with parents and carers with regard to pupils' achievements and well-being
- ◆ To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- ◆ To take part in communication, liaison and reward activities such as open evenings, academic mentoring days and presentation events

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# Job description

## **Personal Development and Effectiveness**

- ◆ To maintain an up to date knowledge of the subject and utilise a range of teaching methods in line with current research and acknowledged best practice
- ◆ To engage actively in the Appraisal process, both as an appraiser or an appraisee, with the aim of improving pupil outcomes and standards of teaching and learning in the school
- ◆ To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- ◆ To actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities
- ◆ To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility
- ◆ To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety
- ◆ To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these

## **Resources**

- ◆ To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils
- ◆ To maintain the allocated teaching areas to ensure that they are well organised and conducive to a stimulating and exciting learning experience
- ◆ To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

This job description describes in general terms the normal duties which the post-holder will be expected to undertake and has been compiled with reference to the Teachers' Standards. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.



# Person specification

## Key

- A - Application Form including letter of application
- S - Selection process including Teaching Exercise
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks

	<b>Letter of Application</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
1.	Well presented letter outlining skills, experience and educational philosophy	E	A
	<b>Qualifications, Education and Training</b>		
2.	Graduate in a relevant subject with Qualified Teacher Status for KS3 and KS4	E	A, C
3.	Recent relevant CPD	E	A, C
4.	Working towards further professional qualifications	D	A
	<b>Experience and Knowledge</b>		
5.	Excellent, up-to-date subject knowledge	E	A, S
6.	At least good classroom practitioner	E	A, S, R
7.	Experience of tracking pupil progress and using data to inform lesson planning	E	A, S, R
8.	A proven track record of ensuring pupil progress and of examination success	D	A, S, R
9.	Excellent knowledge of classroom practice, pedagogy and national policy around education	E	A, S
10.	Experience in the delivery of ITT/CPD	D	A, S, R
11.	Experience in a management role	D	A, S, R
12.	Experience of monitoring and evaluating staff performance	D	A, S, R

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# Person specification

	<b>Skills</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
13.	Ability to communicate effectively with a range of audiences, both verbally and in writing	E	A, S, R
14.	Commitment to raising standards and achieving the best outcomes for pupils	E	A, S
15.	Ability to employ a range of teaching methods and adjust these to meet individual pupil need	E	A, S, R
16.	Ability to promote a high standard of literacy, articulacy and proper use of standard English within lessons	E	S
17.	Ability to provide effective and constructive feedback to pupils	E	S
18.	Ability to coach, mentor, support and challenge pupils	E	S, R
19.	Ability to create effective and positive working relationships with colleagues and senior staff	E	R
20.	Ability to establish and maintain an appropriate environment for learning within the classroom	E	S, R
	<b>Personal Attributes</b>		
21.	Commitment to own professional development and willingness to undertake training	E	A, S, R
22.	Flexible and positive approach to tasks and working arrangements	E	S, R
23.	High level of personal effectiveness including organisational and communication skills	E	S, R
24.	Ability to act as a positive role model and demonstrate high personal standards	E	S, R
25.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
26.	Self-motivated and enthusiastic	E	S, R
27.	Willingness to engage in the Appraisal Process	E	S, R

# How to apply

## Named Contact

Should you wish to discuss this post or arrange a visit please contact Mrs L Laver, Faculty Leader, English and Literacy, on (01325) 380815.

## Application Process

To apply for this post please complete the **Application Form - Teaching Staff** and submit this with a **Letter of Application** to the HR Team by the closing date. This can be done via e-mail or by post .

Application Forms are available to download from the vacancies page on the school website [www.longfield.uk.com](http://www.longfield.uk.com). Alternatively, please contact the HR Team as below:

- ◆ By phone - (01325) 380815
- ◆ By e-mail - [recruitment@longfield-trust.co.uk](mailto:recruitment@longfield-trust.co.uk)
- ◆ By post - The HR Team, Longfield Academy Trust, Longfield Road, Darlington, DL3 0HT

Your Letter of Application should be no longer than two sides of A4 and should details your knowledge, skills and experience and outline what you will bring to the post.

Please ensure that you refer to the Person Specification when making an application as the criteria contained in this will be used to compile the shortlist for interview.

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# How to apply

## **Closing Date**

The closing date for this post is **12 noon on Monday, 2nd October, 2017.**

## **Interview Date**

The selection process for this vacancy will take place on **Friday, 13th October, 2017.**

## **Interview Arrangements**

If you are shortlisted for this vacancy we will contact you by post to notify you of the interview arrangements. If there is less than one week between the shortlisting and interview dates then we will also e-mail the interview arrangements to you.

Please feel free to contact the HR Team at any time should you wish to enquire about the progress of your application.

## **Pre-employment Vetting**

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check, identity, qualifications, medical screening and satisfactory employment references.

