

Recruitment Pack

Teacher of English

Introduction

Welcome from Jane Fletcher, CEO and Rupert Nichols, Chair of the Aldridge Education Board of trustees

Aldridge Education is a norms-led organisation committed to providing an equitable and high-quality education for all. Sponsored by Sir Rod Aldridge, we have a strong desire to be entrepreneurial in approach and to provide our students with all they need to leave compulsory education with genuine choices available to them about their futures.

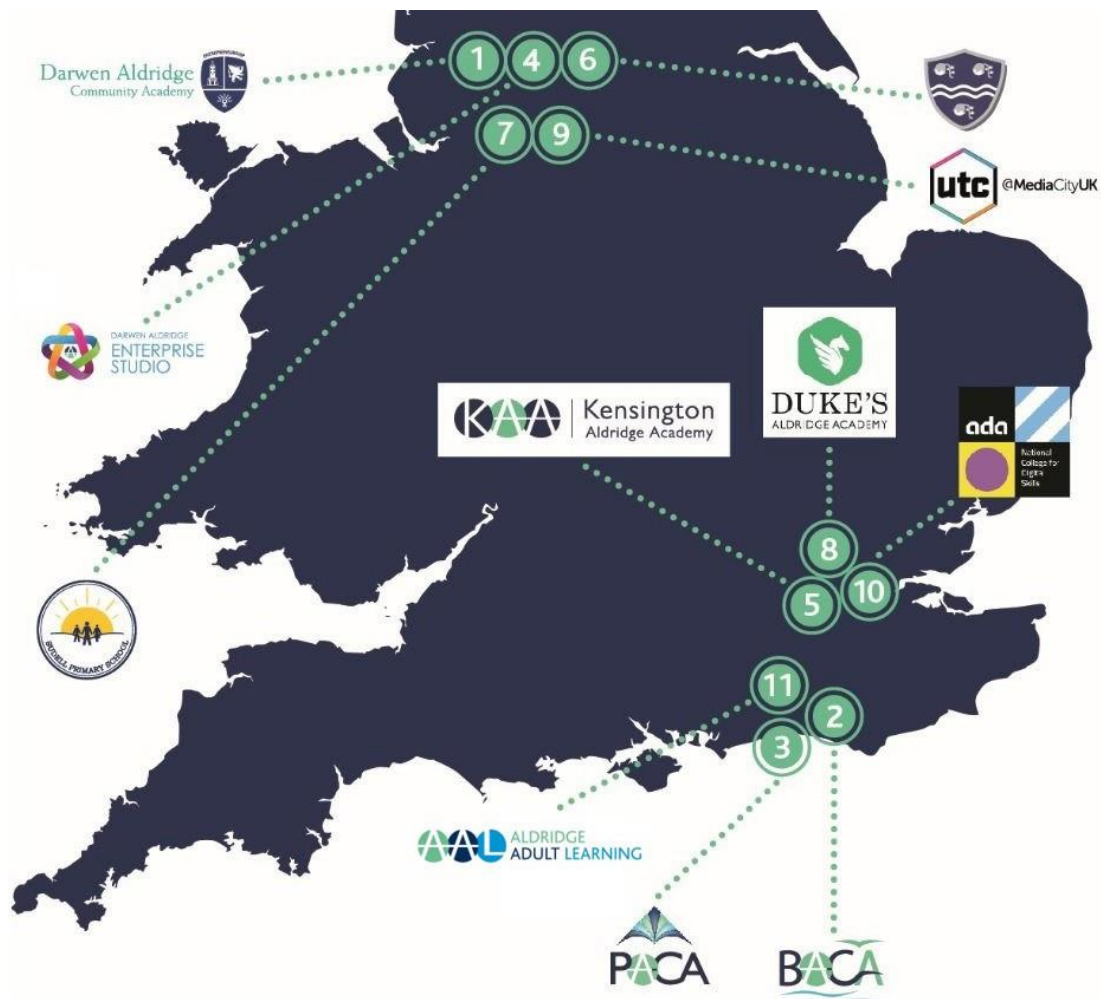
The trustees of Aldridge Education are both proud of the work being done across the Trust and keen to continue that work as we continue to pursue our mission, build towards excellence and broaden our scope.

Together, we are looking for an individual with integrity, high standards and a bias for action to join part of our team. Who you are and your approach to your work is as important to us as what you know – we're genuinely in the work together at Aldridge Education and so we're looking for someone who wants to be a part of the team.



Aldridge Education

Aldridge Education is a semi-national multi-academy trust with schools located in West Sussex, London, Salford and Lancashire. We also have family links with Ada, the National College for Digital Skills and we are the lead sponsor for Kensington Aldridge Academy, secondary school of the year in 2018.



Our ethos and values

Our mission is to bring true equity to education through academic rigour and whole-learner development; supporting aspiration for all and leaving no one behind.

Aligned to this mission is our set of operating norms – we ask everyone at Aldridge Education to commit to these norms and to be open to ongoing professional development as we see ways to better embody both our norms and our mission.

We are Aldridge Education

We all own the name, the right to speak, the reward and the responsibility. We believe the best of each other, speak positively and act with thought and purpose in order to find solutions and to do good work.

The standard is excellence

Excellence is our bar – it's what we aim for together, nothing less – so we support each other to get better faster.

We champion equality

Inclusion and equality are central to our mission. We aim to leave no-one behind and we are fiercely anti-discrimination.

We're in the work together

We each stand by our mission and we act with transparency and clarity. Because we share accountability, we both give and receive feedback. We celebrate honest support that makes us collectively better.

We behave with integrity

Professionalism, honesty and humanity underpin every word and action. Truth and kindness work hand in hand.

We lead by example

We own our responsibility to live our norms. We expect to be role models to those around us in matters both small and large.

We use time well

Time is precious so we work smart. We select actions and tools that provide the most benefit from time invested. We avoid creating unnecessary work for others.

Our ethos and values

Aldridge Advantage

There are two key themes to our work and five strands of activity. Our themes are:

- 1 No-one left behind
- 2 Bringing learning to life

These sum up the intentions of our work and the things for which we want to be known.

The five strands of activity in our current strategic plan, which runs through to 2026 are:

- 1 Organisational culture
- 2 Excellent learning for all
- 3 Whole-learner development
- 4 Valuing our people
- 5 Partnership-working



About Aldridge Education

Aldridge Education Information

Aldridge Education is a charitable trust whose entrepreneurial community schools help young people to reach their potential. We seek to work with our Principals and teachers in rapidly improving the quality of education on offer at primary, secondary and sixth-form levels in order to transform the life-chances of our students.

Aldridge Education was established as a national multi-academy trust by the Aldridge Foundation in 2016, taking over responsibility from the Foundation for its family of non-selective academy schools and colleges, and acting as lead sponsor for a single academy trust within the Aldridge family of schools.

Sir Rod Aldridge launched the Aldridge Foundation in 2006 after retiring from Capita Plc, the business he set up and which became one of this country's most successful companies. The shared belief of both organisations is that we exist to seek equity for our communities, to bring learning to life through our entrepreneurial spirit and attributes, and that it is a combination of excellent academic provision and great personal development that helps our learners thrive. We seek to provide context and relevance to their learning, and to foster creativity, passion, determination, risk-taking, problem-solving and teamwork. These characteristics help our students achieve in their education and acquire further vital skills for adult life.

For more information, please view our website: www.aldridgeeducation.org

I look forward to hearing from you.

Jane Fletcher

Aldridge Education, CEO



Academy:	Aldridge UTC@MediaCityUK
Job Title:	Teacher of English
Reporting to:	Curriculum Leader English
Contract Basis:	Full Time (1500 hours directed teaching time)
Salary:	MPS/UPS

Overall Purpose of the Role:

To be responsible for supporting the English department and Curriculum Leader.

Key Duties:

To strategically plan for the development of the following areas demonstrating impact of these on learning and progress of pupils:

- To assist and support pupil academic progress and emotional development
- To work with colleagues as appropriate to raise standards of achievement and attainment with the goal that all pupils make expected levels of progress or better
- To play a full part in the life of the academy community, to support its distinctive aims, values and ethos and to encourage staff and students to follow this example.
- Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships and work with parents/carers in the best interests of their pupils.

Key Responsibilities:

In addition your key responsibilities will include:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in 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, numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.

- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the academy's Behaviour Policy.
- To undertake assessment of students as requested by external examination bodies, departmental and academy procedures.
- To mark, grade and give written/verbal, active and informative feedback as required following academy policies.
- To assist in the development of appropriate resources, schemes of work, marking policies and teaching strategies in the Subject Area.
- To contribute to the Subject Area's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole academy's planning activities.
- To take part 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 Appraisal 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.
- To maintain appropriate records and to provide relevant accurate and up-to-date information to 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.

Pastoral Responsibilities:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and wellbeing of individual pupils.
- To liaise with a Head of Year to ensure the implementation of the academy's pastoral system.
- To register students, 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 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 the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PHSCEE and citizenship and enterprise according to academy policy.
- To apply the Behaviour Policy so that effective learning can take place.

Accountability:

- To contribute to the process of monitoring and evaluation of the Subject Area in line with agreed academy procedures.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.
- To ensure that all of the teacher standards (as attached) are met and a serious commitment is shown to improving, evaluating and developing teaching practice based on those standards to an excellent standard.

Other Responsibilities

Operating at all times within the stated policies and practices of Aldridge UTC@MediaCityUK and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

- We are Aldridge Education
- The standard is excellence
- We champion equality
- We're in the work together
- We behave with integrity
- We lead by example
- We use time well

Equal Opportunities

- To know and adhere to the Aldridge UTC@MediaCityUK equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with the Aldridge UTC@MediaCityUK insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

Safeguarding of Children Young people and Vulnerable Adults

To be aware of and work in accordance with the Aldridge UTC@MediaCityUK safeguarding child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per Aldridge UTC@MediaCityUK procedures.

Requirements	Essential	Desirable
<i>Education</i>		
Qualified Teacher Status	✓	
Relevant Degree	✓	
Experience of teaching in the 11-16 sector	✓	
<i>Experience</i> <i>Applicants should be able to demonstrate from their experience and current practice the ability to:</i>		
Prioritise, plan and organise	✓	
Act as a role model for pupils and staff by setting high personal and professional standards	✓	
Motivate and inspire pupils, staff, parents, governors and the wider community	✓	
Deal sensitively with people and resolve conflicts	✓	
Use appropriate leadership styles in different situations and understand their likely effects.	✓	
<i>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</i> <i>Applicants should be able to demonstrate a good knowledge and understanding of the following areas:</i>		
Has an understanding of current educational issues	✓	
Strategies for raising standards	✓	
Effective learning and teaching strategies	✓	
Knowledge of the Secondary Curriculum and National Strategies	✓	
Use data effectively	✓	

Effective user of ICT.	✓	
Show awareness of whole school issues	✓	
The ability to translate vision into practice	✓	
Developed partnerships with stakeholders	✓	
Excellent subject knowledge and awareness of the latest initiatives in that subject	✓	
Able to deliver GCSE in English	✓	
SKILLS AND PERSONAL QUALITIES/CHARACTERISTICS <i>Applicants should be able to demonstrate from their experience and current practice the ability to</i>		
Enjoy working with, and for, young people, as well as adults	✓	
Be an excellent classroom practitioner able to secure pupil engagement in learning	✓	
Have the imagination, energy and capacity for hard work together with an enthusiasm to take on developments and challenges	✓	
Demonstrate the ability to identify tasks, and move projects forward to successful completion	✓	
Possess excellent communication skills. Able to engage a variety of audiences	✓	
Ability to analyse issues and to think both creatively and strategically	✓	
Be a problem solver	✓	
Ability to apply and adapt national initiatives in a local context	✓	
A commitment to comprehensive and inclusive education	✓	

Be good at completing tasks, as well as starting them	✓	
Be willing to contribute to activities outside the timetable	✓	
Personable, approachable, whilst still inspiring respect and personal and professional credibility	✓	
Ability to work under pressure whilst maintaining a positive and creative attitude	✓	

Other

This post is subject to an enhanced Disclosure and Barring Service check.

Aldridge is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

HOW TO APPLY / PROCESS OF SELECTION

If after reading the details you would like to apply for this post, please:

1. Complete the application form in full online via Every HR Applicant Tracking System
2. Closing Date: 12th May 2024
3. Interviews are planned for: W/C 20th May 2024

Completing the application

Candidates are asked to complete all the standard information required on the application form and to submit a support statement addressing the job requirements.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set. In all cases two professional references are required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current requirements relating to child protection, this will include an enhanced DBS check.

Feedback

Please note that we do not confirm receipt of applications.

Selection process

Candidates who are shortlisted will be contact and invited in to participate in the selection process. We do not inform candidates if they have not been shortlisted.

We look forward to receiving your application.