



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM

# Teacher of English Recruitment Pack



**LAUREATE  
ACADEMY**  
LIBERTAS PER CULTUM



## Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Teacher of English** for The Laureate Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient teacher to join the English department to support Principals and schools to ensure that they can provide a safe and nurturing learning environment to all the young people in their care.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

The Laureate Academy is a flourishing mixed, non-selective secondary school and sixth form based in Hemel Hempstead, Hertfordshire, admitting students from the ages of 11 to 18.

Laureate Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at [d.quanne@laureate.futureacademies.org](mailto:d.quanne@laureate.futureacademies.org).

**Ruthie Jacobs**  
Principal  
Laureate Academy

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Teacher of English
<b>RESPONSIBLE TO:</b>	Head of English
<b>HOURS:</b>	Full time
<b>SALARY:</b>	MPS/UPS Fringe (£31,350 - £47,839)
<b>RIGHT TO WORK:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.
<b>STAFF BENEFITS:</b>	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"><li>• A supportive ethos and concern for the well-being of all colleagues.</li><li>• Excellent CPD opportunities and career progression.</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme.</li><li>• Cycle to work scheme.</li><li>• Employee Assistance Programme.</li><li>• Eye Care Voucher scheme.</li><li>• Car Benefit Scheme</li><li>• 2 weeks October half term</li></ul>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 4-month probation period

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## PURPOSE OF THE ROLE

*The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.*

As a member of the Teaching Team, to contribute to the establishment and implementation of Trinity Academy's curriculum to ensure that Trinity Academy becomes one of the best schools in South London and that all pupils achieve to their full potential.

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## KEY RESPONSIBILITIES

### PLANNING

- Plan teaching to achieve progression in students' learning through:
  - Identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed
  - Setting tasks for the whole class, individual and group, including homework, which challenges and motivates
  - Setting appropriate and demanding expectations for students' learning, motivation and presentation of work

- Setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do
- Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students.
- Make effective use of assessment information on students' attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEN and EAL needs.
- Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study.

## TEACHING AND CLASS MANAGEMENT

- Ensure the effective teaching of classes and individuals, so that teaching objectives are met and best use is made of available teaching time.
- Establish and maintain a purposeful working atmosphere.
- Set high expectations of students' behaviour through well-focused teaching and consistent application of the Behaviour Policy and other school systems.
- Establish a safe environment, which supports learning and in which students feel secure and confident.
- Use teaching methods which sustain the momentum of students' work and keep all students engaged through:
  - Matching the approaches used to the subject matter and students
  - Clear structure and presentation of content
  - Effective use of resources and time
  - Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework
- Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required.
- Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress.

## TEACHING AND CLASS MANAGEMENT ASSESSMENT, RECORDING AND REPORTING

- Mark and monitor students' class work and homework as required by subject and school policies.
- Assess and record student progress as required by subject and Pimlico Academy policies, including National Curriculum and other standardised tests, and baseline assessment where relevant.
- Write reports and profiles as required, including the National Record of Achievement.
- Participate in appropriate meetings with colleagues and parents/guardians.

## OTHER

- Participate in curriculum, pastoral, administration and organisation meetings.
- Contribute to the work of curriculum and pastoral teams.
- Take responsibility for own professional development and keep up to date with research and development
- Cover for absent colleagues in accordance with school policy.
- Contribute to examination arrangements.
- Implement school policies consistently and follow the procedures outlined in the Staff Handbook.
- Carry out any other reasonable responsibilities compatible with the role and grade of this post.

## SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this

commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

*No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.*

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent in relevant subject area</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Further Degree</li> </ul>
<b>EXPERIENCE, SKILL &amp; COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• High level skills as a classroom practitioner</li> <li>• Experience of effective lesson planning, marking and assessment practice</li> <li>• Experience of using a range of positive behaviour management techniques to create an effective climate for learning</li> <li>• Experience of teaching in the subject area.</li> <li>• Able to relate well to young people and adults</li> <li>• Experience of working as a team member</li> <li>• Good communication and presentation skills</li> <li>• Competent in the use of Microsoft Office packages</li> <li>• The ability to motivate and enthuse others</li> <li>• Good organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of target setting and data tracking systems</li> <li>• The ability to analyse data in order to identify underperformance</li> <li>• Experience of raising attainment through the use of effective intervention strategies</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• An understanding of the features of effective pedagogy, how students learn and strategies to improve performance</li> <li>• Understanding of safeguarding / Child Protection requirements</li> <li>• Knowledge and understanding of the importance of CPD</li> <li>• To understand and be able to deliver the vision of the Academy</li> <li>• To understand and promote the Academy's ethos and values</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research and evidenced best practice relating to the quality of teaching and learning</li> <li>• Knowledge of curriculum design and development</li> <li>• Understanding of the latest Ofsted inspection framework and how this should be reflected in practice</li> <li>• Knowledge of recent developments at national level pertaining to examination reform, curriculum reform and school accountability measures</li> <li>• To understand how teams work effectively</li> <li>• Knowledge of Quality Assurance processes</li> </ul>

<b>PERSONAL &amp; PROFESSIONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Commitment to the safeguarding and promotion of the welfare of all children and young people.</li><li>• Commitment to equality and Diversity</li><li>• A positive role model</li><li>• Values diversity and promotes equal opportunities</li><li>• Commitment to own CPD</li><li>• Determination, resilience and drive</li><li>• Enthusiasm, creativity and initiative</li><li>• Excellent record of attendance and punctuality</li></ul>	
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## NOTES TO APPLICANTS

### GENERAL TERMS & CONDITIONS

The employer for this post is Future Academies.

The successful post holder will be based at Laureate Academy, Warners End Road, Hemel Hempstead, HP1 3DW.

The post holder will be eligible for enrolment in the Teachers' Pension Scheme.

The post holder will be required to complete a six-month probation period.

### APPLICATION PROCESS

#### 1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/careers-at-future-academies-london-united-kingdom-sw1v3at-schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **19<sup>th</sup> May 2024**. Applications after this date will not be considered.

#### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

#### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

#### 4. Taking up the post

The successful candidate will take up the post as soon as possible.

#### 5. Additional information

For further information please email [HRenquiries@futureacademies.org](mailto:HRenquiries@futureacademies.org) and a member of the HR team will contact you.

#### 6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.