

# TEACHER OF ENGLISH

# STOKESLEY SCHOOL

Application Pack

## Welcome from the Headteacher



April 2021

Dear colleague

Thank you for your interest in joining our team at Stokesley School. This is an exciting time in terms of our development and a fantastic opportunity for a keen English teacher to contribute to it as both a teacher and as a wider member of our school.

Within our English team, we were pleased to appoint our new Head of English last September. Alongside Mr Simpson, we have a number of experienced staff as well as teachers who are relatively new to the profession. We are keen to continue to make improvements in a number of areas ensuring every child at our school achieves to the very best of their ability; that's where you come in! We wish to recruit a creative and highly effective English teacher to play a key role in the further development of our dedicated and committed English department. You should be able to pass a love of English on to our students, and will understand the significant contribution that success in this core subject brings.

Stokesley School is a very popular fully comprehensive school and the successful candidate will be a key player in making it even better. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of achievement but also so that they learn to think critically, set themselves the highest standards, experience the real joy of learning and raise their aspiration beyond what might have been expected. We are committed to staff development at all levels and this is evident in our excellent teams who challenge and support their students, working hard to develop a vibrant learning culture. You will be part of a very supportive subject team yourself, backed up by the School Leadership Team. We want to appoint a colleague who will enhance and complement the skills and experience of our current staff and who is passionate about the subject. The post is open to NQTs and to more experienced colleagues who are looking to work in a highly supportive 11-18 school.

If you are inspired by our vision of education and are considering submitting an application, please feel free to telephone the school for an informal chat or to arrange a virtual visit if you would like to do so. Please make clear in your application the ways in which your abilities and experience make you a suitable candidate for this post – don't be too modest!

I look forward to reading your application and to welcoming a creative and dynamic colleague to Stokesley.

Yours sincerely,

**Mrs. H.L. Millett**  
Headteacher

<b>Job Description for:</b>	Teacher of English
<b>Contract Type:</b>	Permanent
<b>Contract Term:</b>	Full Time
<b>Salary:</b>	MPS/UPS
<b>Responsible to:</b>	Head of Faculty / Department
<b>Required:</b>	September 2021

**Job purpose:**

To promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.

*This job description should be read alongside the range of professional duties of teachers as set out in the current School Teachers' Pay and Conditions Document and Teacher Standards.*

**Key responsibilities:****A Teacher must:****1. Set high expectations which inspire, motivate and challenge students**

- establish a safe and stimulating environment for students, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

**2. Promote good progress and outcomes by students**

- be accountable for students' attainment, progress and outcomes
- be aware of students' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

**3. Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- 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
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

**4. Plan and teach well structured lessons**

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

**5. Adapt teaching to respond to the strengths and needs of all students**

- know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

**6. Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure students' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.

**7. Manage behaviour effectively to ensure a good and safe learning environment**

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

**Other Responsibilities:**

- To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.
- To achieve any performance criteria or targets arising from the School's Performance Management arrangements
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory framework which set out their professional duties and responsibilities.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

*Areté 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 satisfactory completion of all pre-employment checks including an enhanced DBS*

## Person Specification

Qualities and Attributes	
Qualifications	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Honours degree to include study of specialist subject</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent CPD</li> </ul>
Experience / Knowledge	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Recent teaching experience in the relevant key stages</li> <li>• Experience of planning and delivering curriculum at relevant key stages</li> <li>• A thorough knowledge and understanding of all relevant aspects of the National Curriculum in relation to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching at more than one school</li> <li>• Experience of teaching A Level (KS5)</li> </ul>
Skills	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Transferable ICT skills</li> <li>• Excellent time management</li> <li>• Efficient record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> </ul>
Attitude and values / personal qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to relate to and build relationships with pupils, parents, and other members of the school community</li> <li>• Enthusiasm and commitment to the aims and objectives of the school</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to participate fully in school activities</li> </ul>

## APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST

### IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

#### Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

#### Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

#### How to apply

Please forward your completed application form to Miss J Hargreave using the following email address: [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **12pm on Wednesday 12<sup>th</sup> May 2021**

Interviews are due to take place on **Monday 17<sup>th</sup> May 2021**

## APPLICATION FOR POST OF: TEACHER OF ENGLISH AT STOKESLEY SCHOOL

**Please write in black ink or type. Do not include a CV.**

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since (Date):	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED		
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please provide details:		
If you are successful in your application would you require a work permit prior to taking up employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please specify dates:	Date (MM/YY) From: Date (MM/YY) To:	
Have you ever lived and/or worked outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please provide details:		
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide the date of issue.	Date:	

Insert your National Insurance Number:

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**SECTION 3 – SOURCE OF APPLICATION**

Where did you see the vacancy advertised? .....

**SECTION 4 – SECONDARY EDUCATION**

Subject	Qualification (n.b. include level 2 and level 3 qualifications)	Grade	Month/Year obtained (Mandatory)

**SECTION 5 – FURTHER EDUCATION**

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

School, College or University	Subject	Qualification/Level	Grade	Year Obtained / Examination Date

**SECTION 6 – CPD**

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

Organising Body	Nature/Title of Course	Dates




**SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES**

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

**SECTION 8 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please provide your Registration number:	

**Teaching Roles only:**

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please confirm the date:	
If you have answered No, please select the appropriate option:	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

**SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll ( <i>teaching roles only</i> ):	Age Range ( <i>teaching roles only</i> )
Date of appointment (Month/YYYY):	Salary:
Notice Required ( ) Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

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## SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Employer :</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)

<b>Name of Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	

Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

<p><b>Please provide details for any gaps in your employment history when you have not been in education, training or employment.</b></p> <p><b>Please list dates and the reason (i.e. Travel, Parental leave etc)</b></p> <p>Gaps in employment (including dates)</p>

## SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE	
Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 13 – DECLARATIONS AND CONSENTS	
Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

<b>Capability/Performance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
<b>Disciplinary</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	

Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.**

What was the date of the conviction(s)?	(DD/MM/YY)

#### SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

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I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: ..... Date: .....

#### SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust's aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		