



---

## Teacher of English with Responsibility for KS3 English TLR3 - £2500

MPS + Pension Scheme (TPS)

---

For a confidential discussion about this post with the Deputy Headteacher, more information, or to arrange a visit, please contact the school on 01270 661223 or [admin@theoaksacademy.co.uk](mailto:admin@theoaksacademy.co.uk)

---



## Headteacher's Welcome

### General Information for Applicants from the Headteacher

Thank you for expressing an interest in the role of English KS3 Lead. On behalf of everyone at The Oaks Academy, I extend you a very warm welcome.

The Oaks Academy is an 11-16 school, situated in the former grammar school, in a pleasant area of traditional housing in the south western part of Crewe. The school is part of the Learning Partnership Trust and I joined the school as headteacher in January 2021. Most recently I have held roles in the Trust as headteacher in another of our schools and also led the provision of trust teacher training and national leadership training qualifications.

We are committed to making the Oaks the school of choice for our local community. Our examination results last summer demonstrate the rapid rate of success the school is making, with GCSE results now a third of a grade higher than in previous years. We are now routinely oversubscribed, with over 50% more pupils on roll compared with 3 years ago and first choice applications for year 7 up by 25% for September 2024. Attendance is consistently above national and Cheshire East averages, indicating our pupils are happy and want to attend school. Well qualified, caring and committed staff are critical to delivering a balanced and rounded education with a focus on all pupils achieving their potential. We will support you with a range of professional development experiences through in-house CPD including an internationally recognised teacher qualification in TEEP (Teacher Effective Enhancement Programme), endorsed by the SSAT and the opportunity to be part of the national Effective Formative Assessment programme, endorsed by Dylan William. There is also a wealth of professional training opportunities available via the trust's staff development programme. The trust provides a well-established initial teacher training programme, an early career teacher programme, and a range of professional development opportunities. By joining our school, you will also benefit from shared in-service training and links with our partner schools. Being part of The Learning Partnership will mean you would benefit from our networking and close collaboration with departments, faculties and other areas of provision as part of our school.

We provide for pupils of all abilities and differing backgrounds, and as part of our team you would gain significant experience of areas beyond your subject discipline. We consider safeguarding our children as an absolute priority and we ensure staff receive regular support and relevant training. We have a strong SEND provision and this academic year we launched our curriculum pathway for more able pupils, including highly rigorous masterclasses after school. You will be attached to a year team and act as a Form Tutor. We would encourage you to become actively involved in the full life of the school.

We are committed to providing an aspirational, challenging, and supportive environment where each pupil is expected to aim for the highest standard in all aspects of school life and beyond. We work in partnership with pupils, parents and carers to improve outcomes, but we are equally passionate about the personal and social development of pupils outside of the classroom, and encourage pupils to take part in a range of extra-curricular programmes and opportunities to develop as lifelong learners.

I would encourage you to visit our website ([www.theoaksacademy.co.uk](http://www.theoaksacademy.co.uk)) to get a fuller understanding of life here at The Oaks Academy and if you have any questions that you would like to ask please do not hesitate to contact us. I very much hope that you want to join our team and I look forward to receiving an application from you.



Peter Kingdom  
Headteacher  
The Oaks Academy

## JOB PURPOSE

To raise standards of pupil attainment and achievement within the whole curriculum area, monitor and support pupil progress and to be accountable for pupil progress and development within the English KS3 Curriculum. To develop and enhance the teaching practice of others and ensure the provision of an appropriately broad, balanced, relevant, and adaptive curriculum for pupils studying English at KS3, in accordance with the aims of the Academy and the curriculum policies determined by The Oaks Academy.

## MAIN AREAS OF RESPONSIBILITY

### Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the 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 ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### Pastoral System

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To liaise with the Pastoral Leads, Director of Key Stage and Assistant Head Teacher of Behaviour and Culture 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 progress files 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 PSHE and Citizenship and enterprise according to academy policy.
- To apply the Behaviour Management systems so that effective learning can take place.

### Operational/Strategic Planning

- To assist in the development of KS3 appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.

- To contribute to the curriculum area's Development Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole academy's planning activities.
- To assist the Curriculum Team Leader to ensure that the curriculum area provides a range of teaching which complements the academy's Strategic Objectives.

#### Staff Development: Recruitment/Deployment of Staff

- 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 Staff Appraisal Review 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.

#### Quality Assurance

- To contribute to the process of monitoring and evaluation of the KS3 curriculum area in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- 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.

#### Management of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (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.

#### Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.

#### Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials relating to KS3 English.
- To assist the Curriculum Team Leader to identify resource needs and to contribute to the efficient/effective use of physical resources for KS3.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, subject area and the students.

#### Other Specific Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the staff appraiser each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's corporate policies.

- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the academy's Dress Code.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The jobholder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

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. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## English KS3 Lead

We are seeking to appoint a talented, innovative, and ambitious English KS3 Lead. Providing all pupils with academic and rigorous learning in English is central to our aspirational curriculum and we know that increasing the precision of our curriculum will lead to exceptional pupil outcomes.

The successful candidate will work alongside the Curriculum Team Leader of English, senior leaders, and colleagues in the English curriculum area to evaluate the KS3 curriculum and to develop an approach to guiding pupils to make even greater progress. In this role, the successful candidate will also have the opportunity to lead the professional development of colleagues in the curriculum area with a view to making teaching and learning increasingly precise and impactful.

We are making substantial improvements in all areas, and we are investing heavily in our staffing structure to continue this momentum. We are a supportive team, committed to ensuring that our learners fulfil their potential despite any barriers they may face, and we are looking for equally passionate practitioners to join us.

### What can we offer you:

- Supportive and inspiring teaching and learning community with regular coaching and mentoring opportunities
- Coherent and well-planned continual profession development with the opportunity to achieve the TEEP (Teacher Effective Enhancement Programme) internationally recognised qualification. This compliments your individual subject pedagogy and supports our whole school approach to teaching and learning
- Enrolment on the national Effective Formative Assessment Dylan Wiliam project as a whole school initiative
- Individual subscription to a range of research-based teaching and learning platforms, including:
  - The National College
  - TES Develop
  - Bluesky Learning Modules
- TLP Perks – access to a wide range of discounts and benefits for employees of The Learning Partnership Trust.

## PERSON SPECIFICATION

ATTRIBUTES	DESCRIPTION	DESIRABLE
Knowledge and Experience	<p>Graduate in relevant subject and DfE recognised Qualified Teacher Status.</p> <p>Successful teaching experience at secondary level (can be teaching practice).</p> <p>Understanding of theory and practice of effective teaching and learning.</p> <p>Knowledge of National curriculum requirements at KS3 and KS4.</p> <p>Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement.</p> <p>Be accountable for the progress of all pupils in learning English in key-stage three.</p> <p>Constantly improve the quality of teaching and learning, where necessary holding teachers to account</p> <p>Lead the design and implementation of the curriculum and of assessment,</p> <p>Be a role model of outstanding teaching in the curriculum area.</p> <p>Coach teachers in the curriculum area using frequent observations, drop-ins, co-planning and curriculum area meetings to drive development.</p> <p>Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and the Most Able.</p> <p>Knowledge and experience of writing lesson plans, developing resources and assessing students work.</p> <p>Understanding the importance of being a Tutor.</p> <p>Subject Leadership</p> <p>To create and develop challenging and innovative medium-term plans which are inspiring for learners and teachers alike.</p> <p>Use regular, measurable and significant assessments to monitor progress and set targets.</p> <p>Produce periodic assessments and assessment frameworks. Ensure assessments are moderated internally and externally Ensure end of year assessments reflect each pupil's overall level or grade which is both externally valid and provides an accurate baseline for the next academic year.</p> <p>Analyse progress and attainment data to make data-driven changes to curriculum design, and pupil interventions.</p> <p>Work in collaboration with classroom teachers and SENDCO, EAL Lead Teacher to ensure pupils receive high quality interventions.</p> <p>Through observation and feedback, coach subject teachers to ensure excellent teaching and learning in all lessons, ensuring that classroom teachers are utilising best pedagogical practice.</p> <p>Develop an exciting and motivating extra-curricular and enrichment offer.</p>	

Skills and  
Abilities

The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff.  
Good level of ICT skills  
The ability to create a motivating and safe learning environment for all students.  
The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school.  
Good communication skills both writing and speaking. Ability to lead and manage own work effectively and take responsibility for own professional development.  
Ability to carry out the job description.  
Excellent time management skills and the ability to prioritise and meet deadlines under pressure.  
Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning

Ability to use  
ICT incl. an  
interactive  
white board  
innovatively.

Personal  
Qualities

Enthusiasm for and commitment to the achievement of the academy's overall vision for success at all levels.  
Commitment to contributing to academy life as a whole and willingness to be involved with clubs and community projects.  
A positive approach to hard work.  
A positive role model for students.  
Passion for teaching own subject specialism.  
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.  
Awareness of and commitment to equal opportunities and valuing diversity.