



FUTURE
ACADEMIES
LIBERTAS PER CULTUM



Teacher of English Recruitment Pack



WELCOME FROM OUR PRINCIPAL - Ms Scarlett O'Sullivan

Dear Applicant,

It is my great pleasure to be the Principal of our wonderful school. Barclay Academy has a long and much-valued history in the local community, and we are incredibly proud of that heritage. We are a warm and caring school, with excellent subject-specialist teachers and a strong, knowledge-rich curriculum. Our goal is to ensure that every student has the best possible opportunities so they can achieve their ambitions and thrive in the future.

As a proud member of Future Academies, we are committed to high standards and continuous improvement. We are particularly pleased with the progress the school has made in recent years, as reflected in our most recent Ofsted outcome.

Thank you for your interest in the Teacher of English role.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

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

If you would like to discuss the role in more detail, please do not hesitate to contact:

Sophie Buttercase, Associate Assistant Principal and Head of the English Department, via email at s.buttercase@barclay.futureacademies.org

We look forward to receiving your application.

Best wishes,
Ms Scarlett O'Sullivan
Principal
Barclay Academy



JOB DESCRIPTION

JOB TITLE:	Teacher of English
LINE MANAGER:	HoD English
HOURS:	32.5 hrs/wk
SALARY:	MPS 1 - 6 (£31,650 - £43,607) or UPS 1 -3 (£45,646 - £49,084) Starting point dependent on experience
PLACE OF WORK:	Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.
RIGHT TO WORK:	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
STAFF BENEFITS:	<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"> • A supportive ethos and concern for the well-being of all colleagues • Excellent CPD opportunities and career progression • Employer Contributions to Local Government or Teachers Pension Scheme • Mintago – employee benefits platform • Employee Assistance Programme • Access to a Virtual GP • Eye Care Voucher scheme • Cycle to Work Scheme • Partnership with YellowNest - Salary sacrifice childcare <p>For further information regarding our staff benefits, please visit our website.</p>
PROBATION PERIOD:	The post holder will be required to complete a 4-month probation period

PURPOSE OF THE ROLE

We are seeking to recruit a full-time Teacher of English. The Teacher of English will ensure that high quality learning takes place and that outstanding attainment and progress are secured at all key stages.

MAIN RESPONSIBILITIES AND TASKS

- Provide delivery of the KS3, KS4 and KS5 curriculum
- Develop innovative approaches to the curriculum in order to ensure appropriate access and achievement for all students
- Ensure that appropriate schemes of work and adapted teaching materials are used in both location and classroom delivery
- Maintain a record of the work covered by the students in each particular teaching group
- Ensure that appropriate homework is set on a regular basis, in line with academy policy
- Assess students' work regularly in accordance with academy policy
- Ensure that data collections for students are completed on time
- Ensure that his/her performance management takes place and that professional activities are attended and adopted for use
- Ensure that s/he is able to monitor the quality of his/her teaching and the learning outcomes of his/her students
- To support and work with the staff in the Department to achieve outstanding results
- To model the values of the department and academy, acting in a highly professional manner at all times
- To liaise and work positively with teachers, colleagues, parents and governors
- Regularly collect and act on student, parent and teacher views of the department and curriculum
- To support staff with general duties to ensure the smooth running of their departments
- Respond positively to any other reasonable task assigned by the Principal, including undertaking a tutor responsibility within the academy
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • QTS • Academic qualification in the relevant Subject • Excellent subject knowledge 	<ul style="list-style-type: none"> • Courses of further study relevant to the post • Evidence of active involvement in professional development • Experience using school based HR systems such as SIMS or BROMCOM
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust • Excellent communication and presentation Skills • Excellent use of IT systems such as Excel, Word, Office 365 & PowerPoint • An understanding of and commitment to the ethos of the Academy and the wider Trust • Ability to work to and achieve tight and/or changing deadlines • Excellent organisational skills, ability to prioritise work for self and others • Excellent team skills and ability to network Effectively • The ability to remain discreet when privy to confidential information • Safeguard & promote the welfare of Children 	

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements

--	--	--

WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to 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 **23rd May 2025**. 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 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.

