



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

English Teacher

The Heights Burnley





## A message from the Headteacher

Thank you for expressing an interest in the position of English Teacher at The Heights, Burnley.

This is a special opportunity for an outstanding, ambitious and dynamic teacher to join a newly opened school at an exciting stage of its journey.

We are an age 5-16, 150-place alternative provision school in Burnley who have recently been judged 'Good' in all areas by Ofsted. The Heights, Burnley is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are part of the Education Partnership Trust (EPT), serving the community of Burnley, Pendle, Rossendale, Hyndburn and The Ribble Valley. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

At The Heights, Burnley, we are proud to provide a safe and inclusive learning environment: promoting positive attitudes and respect. Through instilling our PRIDE values of Perseverance, Respect, Initiative, Drive and Excellence, we aim to nurture our students' character, self-esteem, personal and social development. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure an excellent education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Our Ofsted report highlights that 'parents spoke candidly about how the school has changed not only their child's life, but also that of the whole family.'

We aim high at The Heights, Burnley and expect high standards of behaviour and academic effort. Every student at The Heights, Burnley is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. Ofsted inspectors noted and praised the good behaviour of pupils in lessons, the ambitious curriculum and the support for each pupil and the calm atmosphere around school. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at The Heights, Burnley our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

The Heights, Burnley is a successful age 5-16, 150 place alternative provision and over the past three years has achieved the following:

- 100% of our year 11 cohort moved into further education, employment or training.
- 98% of respite students successfully transitioned into their next phase of education.
- Established working relationships with over 40 mainstream schools.
- Established as the 'school of choice' for alternative provision in the local area.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact the School Business Manager [dbury@theheightsburnley.com](mailto:dbury@theheightsburnley.com)



**N. Lewis**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### High Expectations

of ourselves, our pupils and our school community

### Commitment

we are dedicated to raising standards and improving opportunities

### Ambition

we constantly strive to improve by setting ourselves challenging goals



## Job Advertisement

# English Teacher

**Hours: 32.25**

**Weeks Worked: Full Year (39 weeks )**

**Start Date: 01/09/2025**

**Salary: MPS-UPS**

The Heights, Burnley wishes to appoint a hardworking, enthusiastic and committed English Teacher to teach across Key Stage 3 and 4. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

## The Job

- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To use creative approaches within curriculum development and design.
- To develop learning programmes within your specialist area.
- To liaise with Senior managers and others about pupils.
- To maintain an up to date knowledge of key curriculum areas linked to role.
- To plan the English curriculum across key stage 3 and 4 to ensure a well sequenced, knowledge rich curriculum that carefully engineers success.

## What are the job requirements?

- Qualified teacher status
- Qualified to at least degree level in English /or adequate post degree conversion course
- Ability to deliver consistently high quality lessons in this subject to pupils of all ages and abilities
- Up to date knowledge of the English curriculum and developments for them.

## Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.



- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to Teachers' pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date: 22<sup>nd</sup> April 2025**

**Interview date: w/c 28<sup>th</sup> April 2025**

### **Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

## Job Description

# English Teacher

**Reports to: Deputy Head Teacher**

**Grade: MPS-UPS**

## Key Responsibilities and Accountabilities

- Responsible for attainment and progress in English for students, in line with agreed targets.
- Support, develop and enhance the teaching practice of others so that they teach lessons that are not judged less than typically good.
- Helping to create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- Planning and preparing lessons in order to deliver the National Curriculum, and other accredited areas, ensuring effective breadth and balance.
- Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- Teaching lessons that are judged to be at least typically good.
- Helping to maintain good order and discipline among the students, safeguarding their health and safety.
- Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities.
- Planning opportunities to develop the social, moral, emotional and cultural aspects of students' learning.
- Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student's progress.
- Ensuring effective use of support staff within the classroom.
- Ensuring students attain, achieve and make appropriate rates of progress as determined by agreed targets.
- To participate in staff meetings as required.
- To communicate and consult with parents over all aspects of their child's education – academic, social and emotional.
- To cover in the absence of a colleague.
- If required, to be a mentor to a student or group of students and communicate regularly with parents.
- To partake in the quality assurance of the school and promote without prejudice the agreed policies of the school.

- Communicating an exciting and stimulating shared vision, which fits within the overall Pivot strategy, and inspires and motivates students, staff and all other members of the school community.
- Providing a safe and orderly environment that protects and cares for the young people and staff
- Embedding a culture of positivity and motivation.
- Ensuring English meets all statutory requirements as defined by Ofsted/ DfE, and other external bodies.
- To undertake other roles or responsibilities as determined by the Head Teacher.

#### **Staff Development:**

- To take part in the school'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 Performance Management 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 Trust.
- Quality Assurance:
- To help to implement Trust quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Trust 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 school.

#### **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
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#### **Communications:**

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



**Administration:**

- To maintain individual student records as necessary and ensure that they are kept up to date.
- To monitor student behaviour, attendance and achievement using the Behaviour Log and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To monitor incidents where students require positive handling and ensure appropriate recording and reporting takes place in accordance with Trust and school policies.
- To oversee and undertake the completion of progress checks as appropriate.
- To contribute to school reports including writing a summary comment.
- To play a full part in preparing students for public examinations and secure appropriate access arrangements by liaising with the SENCO.
- To lead revision and preparation for any end of year assessments.
- To support students onto KS4 programmes of study.
- To oversee student progress on their English examination courses in order to identify underachievement, with a view to establishing and coordinating improvement strategies.

**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 line manager each 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 school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the school's/Trust policies.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the school's Dress Code.
- To take an active role and responsibility within the other Trust schools as and when required.

**Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in



the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

# English Teacher

Reports to: Deputy Head Teacher

Grade: MPS-UPS

No	CATEGORIES	Essential / Desirable
<b>CORE BELIEFS</b>		
1.	A relentless approach to securing the improvement of teaching and learning	E
2.	A commitment to establishing and maintaining honest, meaningful working relationships with children, school staff, parents, carers and the wider community	E
3.	Committed to team work and working collaboratively with colleagues	E
4.	Clear vision of what you want to achieve with the department, aligned to the school's vision and values	E
5.	A commitment to the safeguarding and welfare of all students.	E
<b>QUALIFICATIONS AND TRAINING</b>		
6.	Qualified to at least degree level (preferably in related subject)	E
7.	Qualified teacher status (or working towards)	E
8.	Evidence of recent high quality CPD	D
<b>KNOWLEDGE AND EXPERIENCE</b>		
9.	Ability to deliver consistently high-quality lessons in this subject to students of all ages and abilities	E
10.	Experience of teaching preferred subject throughout Key Stage 3 and 4	E
11.	A commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.	E
12.	Knowledge of the requirements of the new National Curriculum in the subject.	E
13.	Good knowledge of current educational developments and initiatives relating to the subject and their implications	D
14.	An understanding of the ways children learn and how individual needs may be assessed and met	E
15.	An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards and a commitment to relentlessly implementing these strategies.	E
16.	Evidence of being a form tutor	D

<b>PROFESSIONAL SKILLS</b>		
17.	Excellent interpersonal and listening skills and a high degree of emotional intelligence	E
18.	The ability to develop positive relationships with all young people	E
19.	Well-developed planning and organising skills including time management and prioritisation.	E
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>		
20.	A clear passion for your subject and a willingness to undertake further training	E
21.	The ability to enthuse and inspire young people.	E
22.	Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.	E
23.	Confidence and self-motivation to work well and be decisive under pressure	E
24.	A high level of honesty and integrity	E
25.	A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision	E



# Contact

The Heights Burnley  
Burleigh Street  
Burnley  
Lancashire  
BB12 0DU

01282 882150  
[enquiries@theheightsburnley.com](mailto:enquiries@theheightsburnley.com)  
[www.theheightsburnley.com](http://www.theheightsburnley.com)

Twitter @HeightsBurnley