



English Teacher

CANDIDATE INFORMATION



WELCOME



A message from the Headteacher

Dear Applicant,

I am delighted you have expressed an interest in working at Burnley High School, where each student is nurtured through the development of academic, professional, social and emotional skills working in partnership with their family and our local community. This pack intends to give you information about our school and should be read in addition to the job description and person specification.

We are looking to appoint a committed, hardworking, caring and knowledgeable individual to join our highly skilled team of professionals as we strive towards becoming outstanding in all we do. We expect our staff to provide and model the aspirational, engaging and personalised education the children of Burnley deserve by building on each child's unique gifts, talents and particular needs. Recognising the vital role that family life can play in a child's learning and development, staff also work closely with parents and carers to engage them in their children's learning and in school life.

We invite you to read through this pack and consider applying for this important post. If you feel it would be helpful to visit the school before applying, please contact us in order to arrange this.

To read more about the vision and ethos for Burnley High School and to keep up with the latest news concerning this exciting new school, visit our website at www.burnleyhigh.com where you will find plenty of information about us as a school. You can also view our prospectus and watch our welcome video here: <https://www.burnleyhigh.com/ethos/>. If you are unsure about any aspect of the application procedure, do not hesitate to contact us for clarification on 01282 681950.

I hope you find the information helpful and enjoy looking through our prospectus to get an impression of us as a school. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form (CVs are not accepted) and we will be in touch with you following the deadline.

Please ensure you provide the name, address and status of two referees, one of whom should be your most recent employer. Candidates should be aware we will seek references on short-listed candidates for all positions at Burnley High School and may approach previous employers for information to verify particular experience or qualifications before interview. We are committed to safeguarding and promoting the welfare of children, therefore as part of the application process I urge you to read our Safeguarding policy found on our website prior to completing the application form. Successful candidates will be invited to interview in Burnley on a date to be confirmed. We will do our best to respond to all candidates.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours faithfully

E. Starkey, Headteacher



ABOUT US

This role is an exciting opportunity to help to shape the future of the young people of West Burnley and Padiham. The local community is very supportive of the school and is keen to work with the staff to develop an outstanding school. Burnley High School is part of the Education Partnership Trust, a not-for-profit multi-academy trust and approved academy sponsor. The Trust vision is to create outstanding schools which transform learning, lives and communities. The school moved into its new building in April 2017, a state of the art building that has been designed and built with fantastic facilities which enable us to deliver our unique and inspirational curriculum. In May 2017, Ofsted graded Burnley High School as Good, publishing a report that recognised many areas as excellent.

Burnley High School is a deliberately smaller school with 570 11-16 students on roll. The school opened in September 2014 with Year 7 only and now has all year groups, as the school has naturally grown year on year. The maximum intake per year will be 120 students in Years 7-11 and the demand for these places has resulted in the school being oversubscribed in both 2015, 2016, 2017, 2018, 2019 and 2020 intake. The school has a strong ethos, a fantastic student cohort and staff team and our high standards, values and ethos permeate all we do whilst serving children and families of all faiths and no faith.

All staff at Burnley High School (BHS) are dedicated and committed, the Headteacher, her team and our Trust work together to build a dynamic school serving the children, families and residents of West Burnley and Padiham.

Senior Leadership Team

Mrs E Starkey	Headteacher
Mrs V Cooke	Deputy Headteacher
Mrs C Cragg	Assistant Headteacher – Quality of Education (Impact and Achievement)
Mrs C Walmsley	Assistant Headteacher – Behaviour, Safeguarding and Wellbeing
Mrs B Byrom	Assistant Headteacher– Wider Quality of Education
Mr M Rigby	School Business Manager

OUR ETHOS

At Burnley High School our FAMILY values run through everything we do. Together we provide all the support and encouragement our students need to become a successful member of our aspirational family and we hold all of our students rigorously to account to ensure they uphold our ethos.

Family:

We care for and nurture everyone who joins our school community. We share all the support and encouragement needed to achieve our goals together.

Ambition:

We aim high and challenge ourselves to reach the most ambitious targets. We work hard to maintain the highest standards, and strive to exceed every expectation.

Mutual Respect:

We embrace our similarities and celebrate our differences. We work together to give our best to our school, our work, ourselves and each other.

Inspiration:

We create a positive environment in which to explore and celebrate our talents. We lead by example and set the standard for how to work, behave and achieve.

Love of Learning:

We encourage questions, demand curiosity, and provide an engaging education that develops a life-long desire to improve and learn more every day.

You:

Everything we do is designed to help YOU. Take responsibility for your growth, your wellbeing and your environment, and together we will help you to become the very best you can be.

Safeguarding and Safer Recruitment

Applications will only be accepted from candidates completing the school's Application Form. Please complete ALL sections of the Application Form that are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and the Barred List checks.

1. Candidates should be aware that all posts at Burnley High School will involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the Job Description for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared in a sealed envelope attached to this application form.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

Child Protection Policy

EPT and Burnley High School fully recognises their responsibilities for child protection. Our policy applies to all EPT trustees, charity staff, governors and staff in its schools.

There are five main elements to our policy. We are committed to:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

Interview Process

After the closing date, short-listing will be conducted by a panel who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your Application Form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Burnley High School and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Barred List Check
- Satisfactory Enhanced DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment



Safeguarding and Safer Recruitment continued

Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information including information relating to health is an offence and could result in your application being rejected or summary dismissal if you have been selected.

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2 ½ years' imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence has never occurred. This is known as a spent conviction*

This job is one of those to which the provisions of the above Act in relations to spent convictions* do not apply. Applicant must therefore disclose whether they have any previous convictions*.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead to later dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring service (DBS)

Successful applicant will be asked to apply for an enhanced Criminal record Check (discourse) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request

Further information about the Disclosure scheme can be found at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

English Teacher

Main Pay Scale/Upper Pay Scale

Start date - September 2022



The Governing Body wishes to appoint a dynamic Part Time English Teacher working three days a week.

This post offers outstanding opportunities for continuous personal and professional development for a highly motivated and ambitious teacher looking for career advancement.

We are looking for someone who is:

- Committed to outstanding teaching and learning practices, which result in successful outcomes for all of our students.
- Able to engage, motivate and inspire students and colleagues.
- Enthusiastic with regard to curriculum implementation and extra-curricular opportunities
- A successful practitioner with a track record of high expectations and successful outcomes.
- Committed to their own professional development

You will play a central role to lead and build on the strengths and successes of the English Department and the school. These strengths include:

- A culturally and socially diverse student body who behave well and are keen to learn
- Support from a dedicated and experienced staffing body
- A supportive environment with high quality CPD opportunities
- A well-resourced modern school building
- Part of a growing MAT with associated benefits

Closing date: 04 07 2022

Interview date: 08 07 2022

If you would like an opportunity to discuss the role with a Senior Member of staff who line manages the department please contact Michael Rigby, SBM - michael.rigby@burnleyhigh.com

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

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 on hr@ept-uk.com

English Teacher

Main Pay Scale/Upper Pay Scale

Start date - September 2022



JOB PURPOSE:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

Areas of Responsibility

Operational/Strategic Planning

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

Curriculum Provision

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the Academy's Strategic Objectives.

ROLE OF SECONDARY SUBJECT TEACHER Staff Development

- 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 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 Academy.

Quality Assurance

- To help to implement Academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject 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 pupils.
- To track pupil progress and use information to inform teaching and learning

Communications

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

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Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the pupils.

Pastoral System

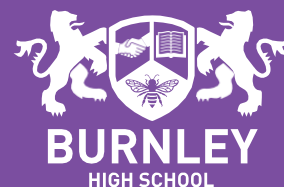
- To be a form tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the form tutor group as a whole.
- To liaise with the Subject Leader to ensure the implementation of the Academy's Pastoral System.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil 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 pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the Academy concerned with the welfare of individual pupils, 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

Teaching

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils 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 pupil 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 pupils as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

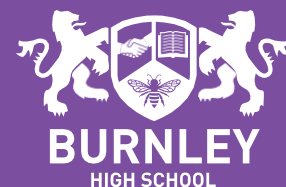
- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Body (STPCB) not mentioned 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 pupils to follow this example.
- To actively promote the Academy's policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- Paid Lunch Duties



English Teacher

Main Pay Scale/Upper Pay Scale

Start date – September 2022



Person Specification

School:	Burnley High School	
Job Title:	English Teacher	
Grade:	Main Teaching Scale / Upper Scale	
No	CATEGORIES	Essential/ Desirable
QUALIFICATIONS AND TRAINING		
1.	Qualified Teacher Status.	E
2	Qualified to at least degree level in a English based subject/or adequate post degree conversion course	E
KNOWLEDGE, SKILLS AND UNDERSTANDING		
1	Recent and relevant CPD activities	E
2	Experience of teaching across the 11-16 age range	D
3	Proven record or evidence from teaching practice of potential to help students reach high standards of learning and achievement	E
4	Consistently good/outstanding teacher as measured by student outcomes	E
5	Knowledge and understanding of strategies to safeguard students and staff	E
6	Understanding and use of strategies to raise achievement	E
7	High standard of subject knowledge	E
8	Knowledge of current developments in Teaching and Learning	D
Learning and Developing		
1	Shows commitments to own and other's professional and self-development	E
2	Has a good understanding of the wider educational agenda	E
3	Excellent organisational skills with the ability to work under pressure and re-prioritise workload when needed	D
4.	Desire to contribute to and be involved in the wider life of the school	D
Team Work		
1	Ability to promote and develop positive relationships within and beyond the school	E
2	Understands the need for effective relationships with parents, carers, partners and the community which enhance and support students learning	E
3	A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well	E

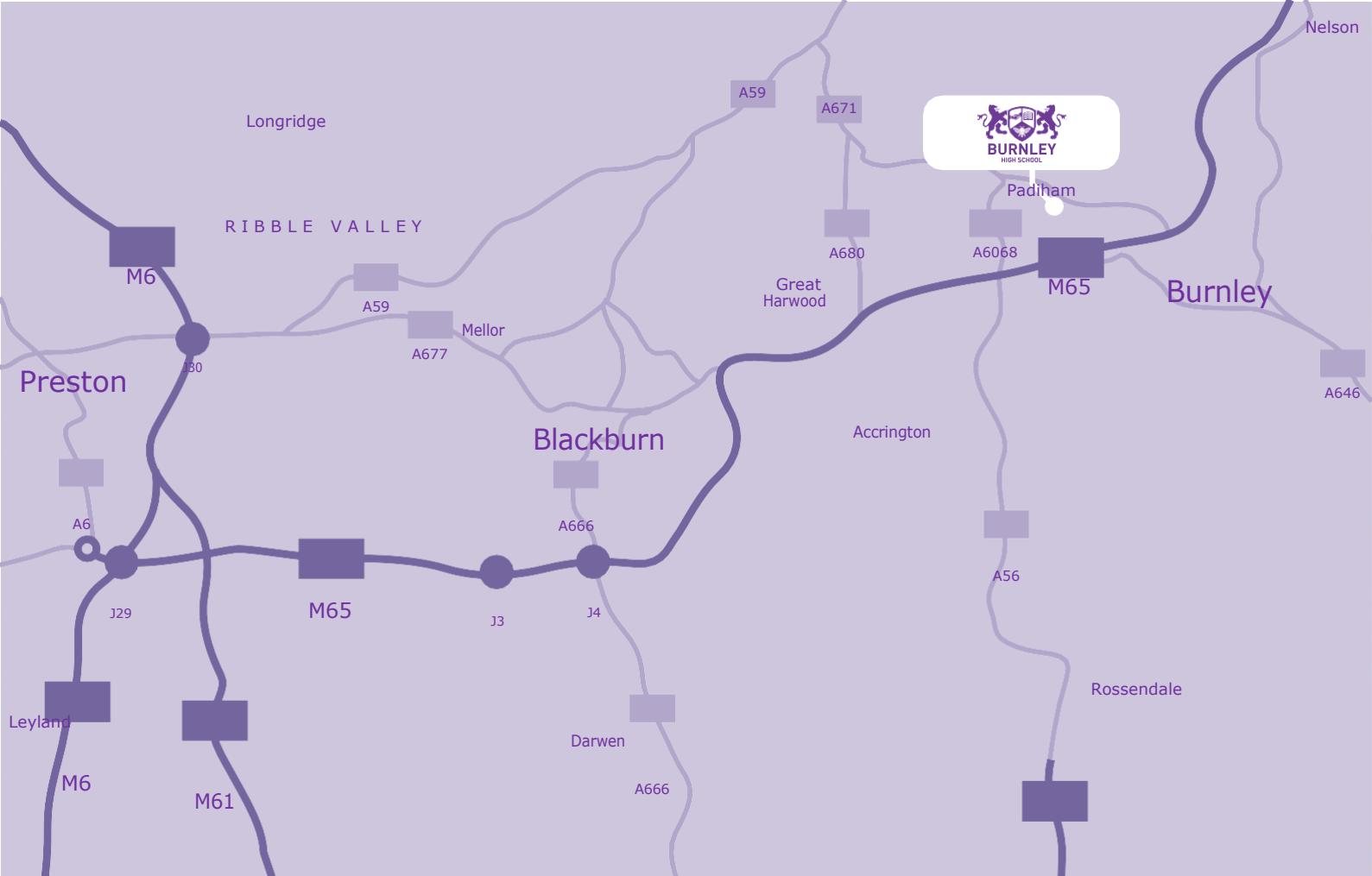
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4	Flexible approach to changing work tasks	E
Technical		
1	Excellent ICT skills for teaching	E
2	Effective use of ICT in management and data handling	D
SAFEGUARDING		
1	Has knowledge and understanding of safeguarding and child protection	E



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**FAMILY
AMBITION
MUTUAL RESPECT
INSPIRATION
LOVE OF LEARNING
YOU.**



An Education Partnership Trust School

For further information contact Emma Starkey, Headteacher
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01282 681950 | enquiries@burnleyhigh.com | www.burnleyhigh.com