



ENGLISH TEACHER Maternity Cover



Candidate Information Pack





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Welcome from the Chief Executive Officer

Thank you for your interest in the position of English Teacher (Maternity Cover) at Sawston Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and ten primary schools, the latest to join our community being the new Wimbish Primary Academy in September 2023. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Louise Milne, HR Manager, on jobs@sawstonvc.org.

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see the contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work – to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow and thrive in the local, national and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 16 schools across three counties, with a 17th school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sports centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education, and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

Our four core values and principles guide our work to achieve our vision:



Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

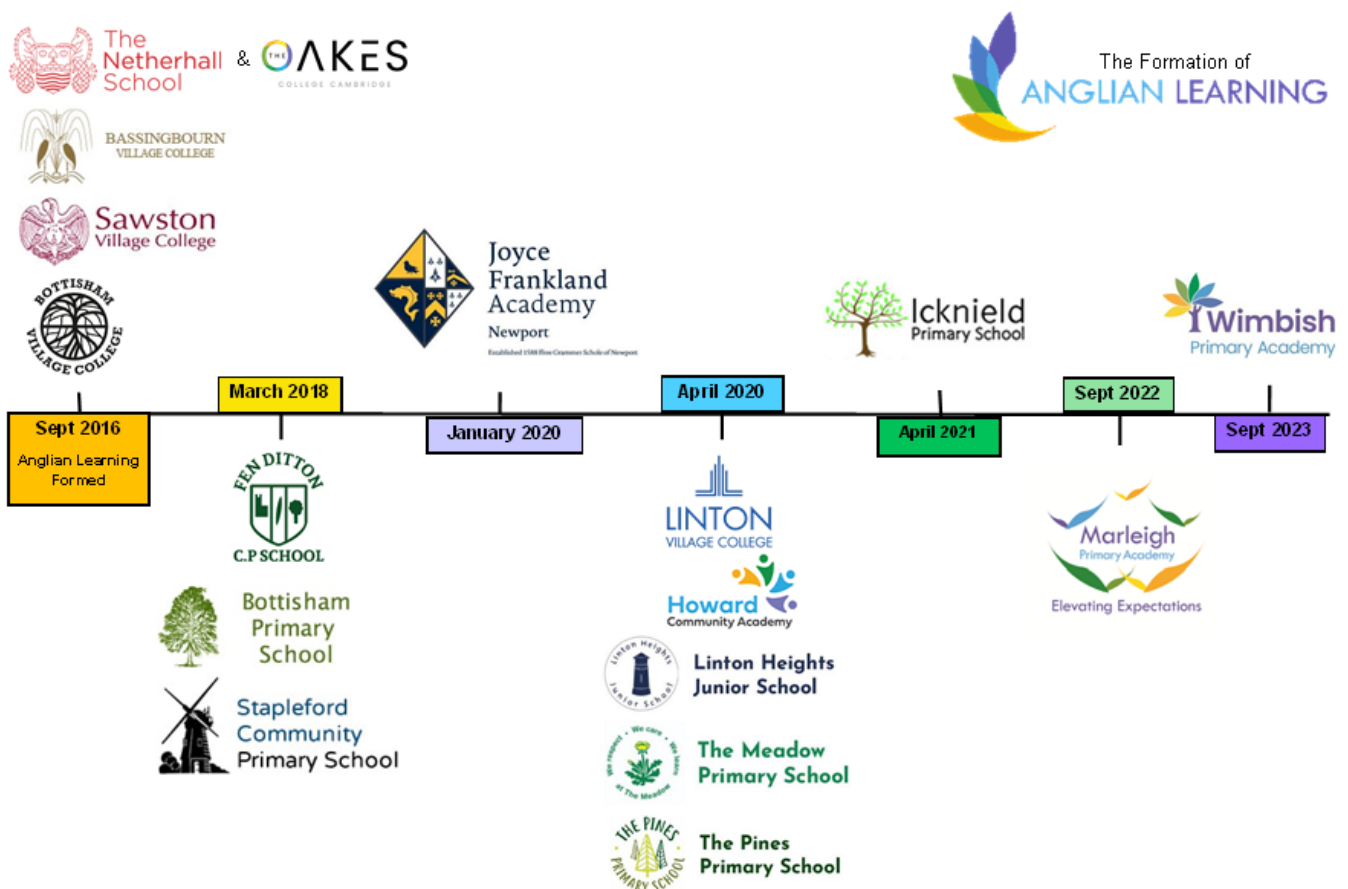
We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

It is an exciting time to join our growing community of schools.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high-quality professional learning opportunities for staff at all levels in the Trust.



Sawston Village College

Thank you very much for your interest in a position at Sawston Village College. We sincerely hope that the information below and enclosed within this pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. The College is listed in the top ten state secondary schools without a sixth form in the UK (The Sunday Times, 2023). Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We ensure our staff have the resources, development and opportunities to fulfil their roles and responsibilities. Staff wellbeing is vital to our success and we consider workload and the working environment very carefully. We want staff to feel happy, secure and enjoy their work.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Many members of the local community visit each week to participate in learning, sporting or leisure activities. We are proud to be a member of Anglian Learning, a family of like-minded schools serving over 8000 pupils from ages 3-19 in this region.

Our focus is the achievement and wellbeing of our 1180 pupils within a school culture based on community, ambition, respect and endeavour. In 2023, the College achieved above national averages at all levels including 64% gaining grade 5+ in English and Maths, 44% at grade 7 or above across all subjects and a very positive P8 score. Pupils secure their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark Platinum accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupils to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Sawston Village College, as noted by our recent Ofsted report in May 2023, is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. Our staff surveys are highly positive and reflect the care and attention we pay to looking after staff and making the College the success it is for staff and pupils alike. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal



English Teacher (Maternity Cover)

Hours: Full-time, Monday to Friday

Contract Type: Temporary maternity cover

Salary: MPS/UPS £30,000-£46,525 FTE

Location: Sawston Village College

We are now seeking to appoint a teacher of English to join our successful team at Sawston Village College in September 2024 to cover the maternity leave of a colleague. The English Faculty has a well-deserved reputation for its caring, collaborative and supportive ethos, for achieving excellent results with pupils and for the passion with which it instils a love of all things literature and literacy in young people. This post will provide the successful applicant with a wealth of opportunity to develop their classroom practice and career. Applications are welcomed from Early Career Teachers, as well as those with more experience looking for their next position in a department and school with aspirations for excellence for all. Our requirement is for a full-time teacher but we are happy to consider applications from candidates who would like to work part-time on a job-share basis: please indicate your preferred working pattern in your application.

The English Faculty

The English Faculty at Sawston Village College is a successful, hardworking and friendly team; we work together to share resources and teaching ideas and are committed to developing pupils' English skills and their enjoyment of the subject. The Faculty enjoys a long history of outstanding performance at GCSE which extends back beyond the pandemic. On all key measures, GCSE achievement has been significantly above national averages in each of the past five years. In 2023, 38% of pupils achieved a grade 7 or above in English Language and 38% in Literature. 75% achieved a grade 5 or above in English Language and 86% secured a grade 4 or above. The equivalent figures for English Literature were 76% and 86% respectively.

Reasons to join us:

Committed and Experienced Team

You will join a strong team of teachers with a range of skills and experience. The team for September 2024 currently comprises:

- Natalie Goodbrand: Head of Faculty
- Emma Blois: Teacher of English and Lead Practitioner
- Caroline Anderson: Second in Faculty and trainee mentor (PGCE)
- Megan Tuckwood: Teacher of English and Pupil Premium Co-ordinator
- Freya Dean: Teacher of English
- Lucy Harwood: Teacher of English
- Daisy Dolan: Teacher of English
- Molly Everitt: Teacher of English

High Standards

The attainment of pupils is well above the national average and the English team work hard to support pupils in achieving their target grades. Our record of exceptional performance at key stage 4 is testament to the commitment, professionalism and excellent teaching of the Faculty. As a faculty, we are keen to ensure all groups including pupils in receipt of PP and those with SEN achieve strongly.

Strong Curriculum Provision

Pupils in KS3 follow a syllabus compatible with the National Curriculum and English framework with the opportunity for pupils to develop their reading, writing and speaking and listening skills through exposure to a wide range of texts (both fiction and non-fiction). The English Department has recently collaboratively overhauled their KS3 units to make sure students are exposed to diverse, exciting and challenging texts and ideas. The Y7 schemes consider the overarching question of 'what makes us human?', the Y8 schemes consider 'what makes us belong?' and the Y9 schemes, 'what does it mean to be powerful?' Long term plans outline half-termly programmes of study, key assessment activities and success criteria, and schemes of learning are well-resourced with accompanying resources for use with IWBs. Progression of skills, knowledge and understanding lie at the heart of our schemes of learning.

Years 7-9 have seven hours of English lessons per fortnight and one of these hours is a library lesson to ensure our students read for pleasure. KS3 are currently taught in mixed-ability groups but setting continues throughout KS4; careful consideration is given to grouping depending on the characteristics of the cohort. Year 7 pupils who enter the College at well below the expected level also follow an intensive Literacy course, taught by our Literacy co-ordinator, in place of a foreign language. We also withdraw selected students from the Y7 English lessons using Direct Instruction to help those less able readers with their reading. Literacy teaching is embedded within our Key Stage 3 curriculum to consolidate pupils' language skills.

At KS4 we follow AQA GCSE specifications. Almost all pupils are entered for both English Language and Literature GCSEs. All classes follow a carefully designed programme of study with regular internal assessments and external exams at the end of the GCSE course.

Collaboration and Support

Members of the department work very closely and share a staffroom. Teachers are extremely well supported and are expected to contribute, develop and share ideas and resources. This collaborative approach has led to the development of new schemes and accompanying resources. There is a rich dialogue about pedagogy and practice.

Good Facilities and Resources

The Faculty is based in purpose-built accommodation that it shares with several other Humanities subjects. English has seven well-equipped rooms containing plasma screens with integrated audio/visual equipment, large displays and ample storage. Each teacher has their own laptop and there is access to several bookable computer rooms and Chromebooks. There is an excellent College library with its own set of Chromebooks, projector facilities and an extensive range of fiction and non-fiction texts. Each year group has a reading list of twenty books (of which we have multiple copies in the library) to work their way through over the year.

A Rich Language Environment

The library is a very well used facility at break and lunch time and is available for lesson bookings to promote private and group reading and support research skills. The department works hard to promote the benefits and enjoyment that can be gained from reading.

We celebrate National Poetry and World Book Days, organise theatre trips and enter national and local writing competitions. We have also achieved great success performing in the Rotary Club 'Youth Speaks' debating competition. Other extra-curricular activities have included a Carnegie book shadowing group and Creative Writing club.

Partnerships

We enjoy very strong links with the Cambridge University Faculty of Education's Initial Teacher Training partnership and support trainees each term on both this and the CTSN SCITT course. We also work in partnership with local primary schools to support pupil transition, curriculum development and reciprocal professional learning opportunities.

Application

If you would like to arrange a visit to our school please contact the HR team at jobs@sawstonvc.org.

To apply for this vacancy please complete the application process via our website at <https://sawstonvc.org/vacancies/>, outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted.

If for any reason you need to apply via an alternative accessible format, please contact us by emailing jobs@sawstonvc.org.

Closing date: Tuesday 14 May 2024 at midnight

Interview date: Tuesday 21 May 2024

Start date: September 2024

Please note that we reserve the right to interview prior to the advertised date.

Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#) Sports Centres – Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall
- 20% discount on Adult Education classes run by Anglian Learning schools
- Employee assistance programme via Health Assured
- Cycle to work salary sacrifice scheme
- Discounted eye care vouchers
- Annual flu jab vouchers
- Perkbox staff discounts
- Investment in personal development

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system where a role has been deemed to be 'business critical'. Do contact us to discuss further.

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school.

English Teacher – Job Description

Salary	MPS/UPS
Hours	Full-time
Pension	Teachers' Pension Scheme
Disclosure Level	Enhanced DBS with children's barred list check
Location	The post holder will be based at Sawston Village College
Responsible to	Head of English
Job Purpose	<ul style="list-style-type: none"> • 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 • 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 school's responsibility to provide and monitor opportunities for personal and academic growth

Main Duties	
Operational/ strategic planning	<ul style="list-style-type: none"> • To make a positive contribution to the work of the department, assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies and taking responsibility for particular facets of the department's work • To contribute to the curriculum area and department's development plan and its implementation • To plan and prepare courses and lessons • To contribute to the whole school's planning activities
Curriculum provision	To assist the Head of Department and Senior Leadership Team to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives
Staffing	To take part in the school's staff development programme by participating in arrangements for further training and professional development
Staff development	To continue personal development in the relevant areas including subject knowledge and teaching methods
Recruitment/ deployment of staff	<ul style="list-style-type: none"> • To engage actively in the Performance Management 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 school

Quality assurance	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to the requirements outlined in the school's quality assurance policy. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures • 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 information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc. • To complete the relevant documentation/online records to assist in the tracking of pupils • To track pupil progress and use information to inform teaching and learning • To ensure the security and confidentiality of all such information
Communications	<ul style="list-style-type: none"> • To communicate effectively with the parents of pupils 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
Marketing and liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools • To contribute to the development of effective subject links with external agencies
Management of resources	<ul style="list-style-type: none"> • 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 co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils
Pastoral care	<ul style="list-style-type: none"> • To take responsibility for a group of pupils whether as mentor or co-mentor • To play a full part in ensuring that there is a calm, orderly environment in and outside the classroom • To promote the general progress and well-being of individual pupils and class groups as a whole • To treat all pupils with respect
Teaching	<ul style="list-style-type: none"> • To undertake a designated programme of teaching • To ensure a high-quality learning experience for pupils which meets internal and external quality standards • To teach pupils according to their educational needs, including the setting and marking of work carried out by the pupil in school 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 Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of pupils • To ensure that pupils have the opportunity to further their experience of ICT within the subject area and to assess their competence and progress with this skill set • To prepare and update subject materials • To use a variety of delivery methods which stimulate learning appropriate to pupil needs and demands of the syllabus • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework

	<ul style="list-style-type: none"> • To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures • To mark, grade and give written/verbal and diagnostic feedback as required • To contribute to the development, promotion and active use of the school's learning platform
Other specific duties	<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role • To undertake duties according to the rota and discharge the responsibility proactively • To contribute to good order across the College by responding proactively where there is a cause for concern • To play a full part in the life of the school community • To support its aims and values and to encourage staff and pupils to follow this example • To promote actively the school's policies • To attend staff briefings • To continue personal development as agreed • To undertake any other duty as specified by STPCD not mentioned in the above

Health & Safety

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.

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English Teacher– Person Specification

Experience	Recent experience of teaching English and English Literature to at least GCSE or equivalent level (as far as possible for ECT applicants, evidence of a range of classes on placement would suffice)	Essential
	Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders	Essential
	Experience of teaching other relevant courses e.g. functional skills/media studies	Desirable
	Experience of involvement in extra-curricular English activities	Desirable
	Evidence of the successful use of ICT within teaching and learning	Desirable
Skills, Knowledge and Aptitudes	An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies	Essential
	Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate pupils	Essential
	Ability to establish productive working relationships and work well in a team	Essential
	Has excellent subject knowledge and is aware of best practice in teaching, including effective use of AfL	Essential
	An excellent communicator, both orally and in writing	Essential
	Commitment to equality of opportunity and high aspirations for the achievement of all pupils, including those coming from disadvantaged backgrounds	Essential
	Evidence of a commitment to the safeguarding of all young people	Essential
	An awareness of new technologies, their use and impact	Desirable
	Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes	Essential
	Excellent use of AfL strategies in teaching and learning within the classroom	Essential
	A personal commitment to the continuing development of teaching skills in order to have a positive impact on pupils' outcomes	Essential
Qualifications and Training	Good honours degree in English	Essential
	Qualified Teacher Status (or pending for ECT applicants)	Essential
	GCSE grade C+/4+ or equivalent in Maths and English	Essential
Personal Attributes	Enthusiasm, energy and personal dynamism	Essential
	Approachable, friendly and patient	Essential
	Good sense of humour	Desirable

	Able to prioritise and meet deadlines	Essential
	A liking and respect for young people	Essential
	Appropriate professional relationship with colleagues, parents and children	Essential
	High level of integrity, honesty and fairness	Essential
	Demonstrates personal enthusiasm for the learning process	Essential



Anglian Learning

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