



Working at Knole Academy

# JOIN OUR TEAM

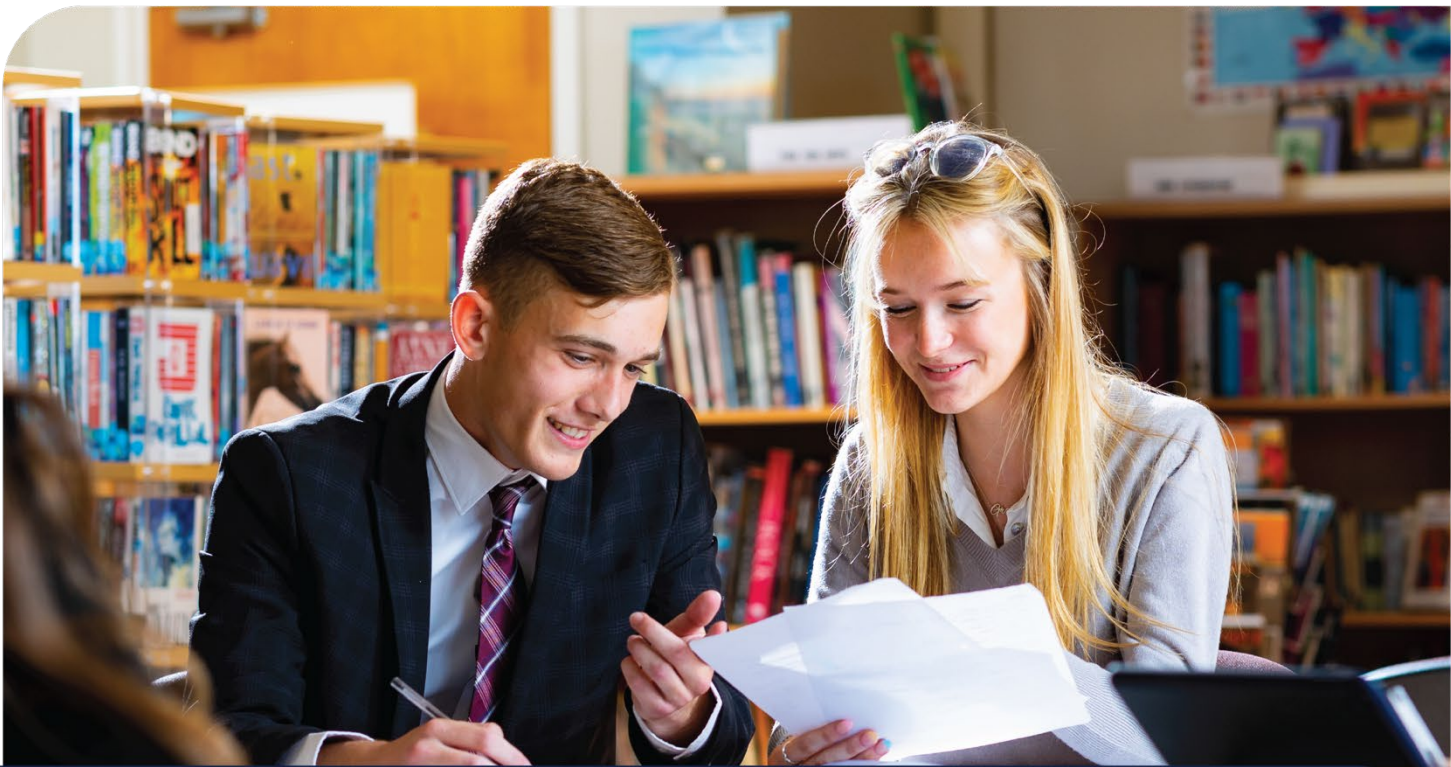


For Appointment of:

Teacher of English 0.4 FTE  
Main Pay Scale + Fringe Allowance







## HEADTEACHER WELCOME

**Mr David Collins**

**Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.**

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.





Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

## The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

## Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



**Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022**

# JOB DESCRIPTION

<b>Job Title</b>	Teacher of English
<b>Location</b>	Sevenoaks, Kent
<b>Duration</b>	Temporary to cover maternity leave
<b>Work Hours</b>	2 days per week 0.4 FTE
<b>Reporting to</b>	Subject Leader - English
<b>Salary</b>	London Fringe MPS
<b>Pension</b>	Teachers' Pension Scheme




## About the Role

As a new member of our English Department at our all ability mixed school, you can join our team and make a difference.

A qualified and enthusiastic professional is required to cover maternity leave from January 2025 until the end of the academic year.

This post offers an excellent opportunity for the successful candidate to develop their skills working in a team of experienced staff. This post is suitable for a high quality practitioner looking to further develop their career or an ECT.

 To work 2 days per week within our English Department teaching mainly our KS3 classes

As we work on a two week timetable, it would be for Monday and Wednesday in Week 1 and Wednesday and Friday in Week 2

# KEY RESPONSIBILITIES



- To plan, deliver, evaluate and assess excellent teaching and learning
- To contribute to the teaching of designated subjects in the academy
- To participate in the development of appropriate syllabuses, materials and schemes of work
- To plan appropriate differentiation for students including joint planning with LSAs
- To share good practice across the academy
- To contribute to the subject SEF and Improvement plan
- To contribute to the Academy Improvement Plan (AIP)
- To attend and participate in subject meetings and parents' evenings
- To set and mark appropriate classwork and homework and monitor progress in line with subject and academy marking and AFL policies and procedures
- To supervise the use and care of rooms assigned to the subject including adherence to Health and Safety regulations
- To be responsible for the storage and use of learning resources in distributed to the students in their care
- To be a pastoral tutor and teach the Relevance Curriculum where appropriate







## General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To carry out a share of supervisory duties in accordance with published rosters
- To participate in appropriate meetings with colleagues and parents relative to the above duties
- To meet academy deadlines
- To report to parents in line with academy policy
- To contribute to clubs and extra curricular activities as appropriate, where subjects do not set KS3 homework
- To be aware of and to meet whole school needs, policies and procedures as indicated in the staff handbook and at staff meetings
- To implement academy policy on internal and external examinations
- To be responsible for the provision of work for classes when absent
- To lead and attend assemblies as appropriate
- To keep confidential any issues
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

## Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the academy and the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Subject Leader.



**E D**

## Qualifications and Experience

A subject related first degree

**E**

Qualified teacher status

**E**

## Skills and Knowledge

Excellent communication and numerical skills; written and verbal

**E**

Have up to date subject knowledge (including subject progression and assessment for learning)

**E**

Possess a detailed working knowledge of the National Curriculum and GCSE/IB syllabuses

**E**

Have the ability to plan appropriate work for a range of students so that it is demanding, stimulating and relevant

**E**

The ability to evaluate your own teaching, make improvements in light of this Working knowledge or Arbor (MIS)

**E**

Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving

**D**

Set high expectations for student behaviour and understand how to manage unsatisfactory behaviour effectively

**E**

Understand the characteristics of high quality teaching strategies

**E**

The ability to plan and deliver exciting lessons

**E**

## Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations

The ability to build good working relationships with students

A commitment to be an effective tutor with the ability to track student progress

To maintain confidentiality at all times

To be a professional role model

To communicate effectively with parents

Appropriate attire for this position

A high level of integrity

The ability to work unsupervised

An understanding of relevant policies, code of practice and legislation

**ALL ESSENTIAL CRITERIA**

**E = Essential**

**D = Desirable**

# HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

**Rose Marsaud, HR Manager**  
[HR@knoleacademy.org](mailto:HR@knoleacademy.org)  
**01732 749 774**

To apply for this role, please visit MyNewTerm:  
[Apply Now](#)

**Closing Date:**

**Applications will be reviewed upon receipt**

**Interview Date:**

**To be advised**



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).





# CONTACT US

**Knole Academy**

Bradbourne Vale Road,  
Sevenoaks, Kent,  
TN13 3LE

**Unique Reference Number:**

136128

**Telephone:**

01732 454 608

**Website:**

[knoleacademy.org](http://knoleacademy.org)

**Email:**

[HR@aletheiatrust.org.uk](mailto:HR@aletheiatrust.org.uk)