



RECRUITMENT PACK

Head of English



Welcome from the CEO



On behalf of All Saints Multi Academy Trust, I would like to thank you for your interest in the post of Head of English at The Academy of St Francis of Assisi.

All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an outstanding candidate who can provide the highest quality of service to the Academy of St. Francis of Assisi and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for young people are achieved.

Yours faithfully,

A handwritten signature in black ink, appearing to read "HD", with a long horizontal line extending to the right.

Heather Duggan
Chief Executive Officer



Welcome from the Headteacher



On behalf of The Academy of St Francis of Assisi, I would like to thank you for your interest in the post of Head of English.

We are pleased to announce an exciting opportunity in our fantastic Academy. You will join the English Team as an excellent classroom practitioner and will play a crucial part in shaping the future of our Academy. Our community is very diverse: academically, socially, and culturally, and it is this diversity which makes it such a special place to work. It is truly an exciting place to be.

The Academy of St Francis of Assisi is a family, guided by Christian love and following in the footsteps of Christ. Our school is laying the foundations for pupils to flourish and 'Live, love and learn together in the light of Christ'. We are inspired by the teachings of Christ and the example of St Francis who said, 'Don't change the world, change worlds.' We strive for excellence, cherishing every child in our care as a unique thumbprint of God, enabling all to realise their full potential.

Our vision of 'Success for All' is delivered through our challenging, and engaging curriculum. This reflects and celebrates our distinctive, richly diverse, and vibrant community. The primary purpose of our curriculum is to equip every child with the knowledge, skills, and personal qualities so that they reach their full potential, regardless of their background, experience, or social privilege, to achieve success now and in the next phase of their education and life, making a positive contribution to society. Our curriculum is designed to **open doors and unlock minds** to ensure that all our students are given opportunities to **thrive and shine**. We invest heavily in staff development opportunities, and we have created a culture of continual profession development amongst teaching and support staff.

We are looking for an enthusiastic and passionate leader with a good work ethic, a sense of moral purpose and a genuine desire to make a difference to the lives of our young people. You will help us drive change and create a happy and safe place for learning together and achieving ambitious objectives. You will be driven by a desire to serve our community and young people. If you feel that your values and ambitions align with ours, and you believe that you can support our journey to deliver our vision, we would love to hear from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jo Leech'.

Jo Leech
Headteacher



About the Trust



All Saints Multi Academy Trust is a local network of schools based within Liverpool.

The All Saints Multi Academy Trust is jointly sponsored by both the Diocese and the Archdiocese of Liverpool and is inspired by the ecumenical vision of Bishops' Sheppard and Worlock that we are 'stronger and better together', placing partnership working at the heart of what we do! Community is at the heart of our family of Academies, and we are proud to work closely in partnership with the communities that we serve.

Each of our Academies is unique and has its own identity yet underpinned by the Christian values of the All Saints Multi Academy Trust. We work together to ensure that our Academies are places where academic success is achieved, belief is inspired and opportunities are created.

Most importantly, our Academies are safe and happy places where children can learn and thrive.

Our vision is to create a multi academy trust of exceptional and distinctive Christian schools which deliver outstanding education and learning, share best practice to raise standards and build aspiration for the children and members of its community while maintaining positive diversity and choice for parents – a vision that we are already well on our way to realising.

At present, the Trust is made up of one primary school, three secondary schools, and two sixth form colleges. We will be welcoming more schools into the Trust family over the next 12 months, and we are excited at this prospect of growth.

About the Trust



To support our expansion, we are pleased to be part of The Church of England's Flourishing Trusts Network, which supports multi academy trusts from around the country, encouraging everyone to 'flourish together'.

Our values

Aspiration

Our Academies are places where knowledge is shared, interests are ignited, and successes celebrated. Every member of our community will recognise and embrace what they can achieve and realise that no door is closed for their future.

Inclusion

We ensure that everyone is valued for being who they are. Embracing different cultures, perspectives, ways of thinking and beliefs, has, after all, made our city stronger, and we will ensure that our Academies build on this rich tradition.

Service

With a willing heart, we show God's love to support those around us – we act as one to put our communities first. Undoubtedly, we are better together.

About the School



The Academy of St Francis of Assisi is a unique and special place to work. It is a vibrant and happy school, serving a neighbourhood which ranks as one of the most deprived in England. We have a high proportion of students who qualify for pupil premium. We have a much higher than average number of students for whom English is an additional language. Many of these students also newly arrived in the country. There are 64 languages spoken at the Academy with 58 nationalities represented amongst students. This diversity makes our Academy a very special place.

A higher-than-average percentage of students have SEND. On average, students arrive at the Academy well below KS2 national expectations. All years are at their admission number for 2023-24. We are at the start of a real journey of curriculum improvement and are looking for a special person to join our Academy and help to build upon the improvements already underway.

“Don't change the world, change worlds.”

St Francis of Assisi

About the School

“We have the choice to use the gift of our life to make the world a better place - or not to bother.”
Marie Curie



Our Vision:

Is to provide a diverse learning community that empowers individuals to achieve.

Our Mission:

For all our young people to achieve the best possible outcomes,

**Opening doors.
Unlocking minds.
Success for all.**

Through having:

- High expectations and an aspirational culture
- Academic challenge and a curriculum suited to all our learners needs
- Opportunities for students to thrive and flourish
- Celebration of our diversity
- Happy, positive, and successful learners

Our values

Everything we do is underpinned by our shared values as a joint denominational Academy.



Respect



Ambition



Pride



Happiness



Peace and Reconciliation

About the post

Head of English MPS/UPS + TLR1A (£9,272)

We are seeking an enthusiastic and passionate leader with a good work ethic, a sense of moral purpose and a genuine desire to make a difference to the lives of our young people. You will help us drive change and create a happy and safe place for learning together and achieving ambitious objectives. You will be driven by a desire to serve our community and young people. If you feel that your values and ambitions align with ours, and you believe that you can support our journey to deliver our vision, we would love to hear from you.

The Academy of St Francis of Assisi is a family, guided by Christian love and following in the footsteps of Christ. It is an 11-16 Academy with 900 students on roll. We are focused upon improving the quality of education and driving up standards of achievement rapidly. It is a busy, dynamic, and exciting place to work. We are committed to ensuring that every student is as successful as possible. We strive for excellence, cherishing every child in our care as a unique thumbprint of God, enabling all to realise their full potential.

Our curriculum is designed to **open doors** and **unlock minds** to ensure that all our students are given opportunities to thrive and shine. We concentrate on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support, and an engaging and appropriate curriculum.

The Academy of St. Francis of Assisi benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Denominational Multi Academy Trust in Liverpool.

To find out more about our school, please visit [The Academy of St Francis of Assisi – Part of the All Saints Multi Academy Trust](#)

Closing date for applications is: Monday 22 April 2024 at 9am.

Application packs are available on the All Saints Academy website at www.allsaintsmat.org/vacancies and completed application forms should be forwarded to recruitmentapplications@allsaintsmat.org

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

The Academy of St Francis of Assisi is a member of the All Saints Multi Academy Trust. All Saints Multi Academy Trust is the operating name for The Liverpool Joint Catholic and Church of England Academies Trust. The Trust is an equal opportunities employer.

Job Specification

Knowledge and Understanding	Essential	Desirable
A relevant related degree	Y	
QTS	Y	
An understanding of the relationship between English and the wider curriculum	Y	
A secure knowledge and understanding of the issues associated with effective English teaching	Y	
An excellent knowledge and understanding of the National Curriculum Programme of study for English at KS3 & KS4	Y	
Teaching and Learning		
Knows and understands the characteristics of quality first teaching	Y	
Plans teaching to achieve incremental progression for all students	Y	
Can demonstrate sustained improvement and high standards of student learning and achievement	Y	
Experience of achieving good outcomes in KS4.	Y	
Can set tasks that challenge, engage and interest students	Y	
Has high expectations of students regarding the quality of the work that they produce	Y	
Can develop literacy skills through the teaching of the English curriculum	Y	
Develops suitable sequences of lessons that adapt to all learners and meet the needs of individual children	Y	
Uses assessment effectively to support teaching and student learning	Y	
Demonstrates exemplary marking and assessment practices that support students' learning and progress	Y	
Uses a range of pedagogical strategies	Y	
Leadership & Management		
Proven track record as a successful Leader within English	Y	
Has demonstrated effective leadership including the ability to motivate others to perform well whilst being sensitive and challenging of their performance	Y	
Can prioritise, plan and organise to effect change and improvement beyond the immediate situation	Y	
Has shown that he/she can convert difficulties into successes	Y	
Knows when to consult, make decisions and defer to others	Y	
Can analyse, understand and interpret data and information	Y	
Can communicate effectively to different audiences and capture their interest and enthusiasm	Y	
Can negotiate, persuade and consult effectively	Y	
Can set and achieve challenging professional goals	Y	
Builds and contributes to highly effective working relationships with individuals within and across teams	Y	
Shows a commitment to his/her own learning and takes responsibility for his/her own professional development	Y	
Can set challenging and ambitious targets within the subject in order to further raise current levels of student attainment	Y	

Job Specification

Can lead on curriculum development within English.	Y	
Experience of leading the development of literacy across the whole school.		Y
Personal Attributes		
Able to lead our commitment to our Christian ethos through the English curriculum and day-to-day life at the Academy	Y	
Passionate about educating young people with a clear commitment to quality	Y	
A highly effective communicator with a good sense of humour	Y	
Has a reflective, focused and determined disposition	Y	
Is committed, resilient, robust, and resourceful	Y	
Demonstrates the highest aspirations for students	Y	
Able to work collaboratively as part of a team	Y	
Demonstrates a firm but fair approach	Y	
Safeguarding		
Committed to safeguarding and promoting the welfare of children and young people	Y	
Demonstrates a clear understanding of statutory safeguarding requirements	Y	

Job Description

Job Title	Head of English
Grade and Salary:	MPS / UPS + TLR1A (£9,272)
Reporting to	Deputy Headteacher
Contract Type:	Full Time / Permanent

Key Duties and Responsibilities

- To develop, and successfully embed, a rigorous, robust and innovative curriculum for English.
- To be responsible for the development of the English curriculum within the Academy, and the necessary improvements in outcomes for students.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy.
- As a key leader, to share responsibility for the Academy's strategic direction and operational effectiveness, and be responsible for embedding this within English.
- To input into the whole school curriculum strategy and its implementation, as part of a team of leaders.
- To lead on the development and implementation of an effective, whole school literacy and reading strategies.
- To identify and communicate priority areas for improvement and implement strategies for raising student outcomes.
- To regularly use national performance data to identify students at risk and to initiate and implement early intervention strategies in English
- To track student progress and evaluate the impact of actions taken to improve the quality of provision.
- To teach for an allocated timetable each week.
- To work collaboratively with the department to ensure effective implementation of all policies.
- To create and maintain an appropriate teaching and working environment.
- To ensure continuous improvement in standards, high quality evaluation and improvement planning throughout the Academy.
- To lead, support and encourage the highest possible standards of behaviour, learning, attainment and achievement.
- To manage resources creatively, effectively and efficiently to meet the priorities of the Academy.
- To celebrate success and to implement strategies for continuing improvement while constantly challenging under-performance at all levels.
- To work to support and ensure the health, safety and welfare of staff and students.

Job Description

- To meet the requirements of the Teacher Standards as issued by the Department for Education.

Teaching and Learning

- To maintain up-to-date knowledge of specific subject or phase areas
- Use a variety of pedagogical strategies to deliver innovative and effective lessons at a pace and style that meets the needs of students of all abilities
- Have an up-to-date knowledge of national strategies to support effective teaching and learning
- Plan sequences of lessons thoroughly and in line with the Academy's curricular plans and schemes
- To use adaptive teaching to support all learners needs
- To participate in the Academy's Quality Assurance programme and the agreed framework
- To work efficiently and creatively using the full range of resources available, including other adults
- To provide a positive learning climate within lessons to promote a strong and meaningful staff – student relationship
- Apply the agreed policies and ensure implementation in everyday life at the Academy
- To regularly assess, review and evaluate students' work and progress in relation to their prior attainment and to use this information to further inform your teaching
- To report students' progress within the Academy and for the benefit of parents and carers
- To support curriculum planning to ensure that learning and teaching remain active, relevant and responsive to change
- To maintain good order and behaviour for learning among students with particular regard for health and safety both on the Academy site and when engaged in authorised activities elsewhere

Academy Ethos

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Implement the Academy Development Plan and Subject Development Plan
- Help to meet strategic targets for the Academy set by the Governing Body.
- Enable the Academy to be rooted at the heart of the community.
- Develop links as appropriate with partners, schools, FE and HE establishments, sponsors and the Connexions service, thereby ensuring greater opportunities for the young people in the Academy particularly in the areas of work experience and study support.

Communication & Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the Academy.
- Follow agreed policies for communications in the Academy.

Job Description

- Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

Pastoral System

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of all students and play a key role in the Academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to the delivery of the PSHCE and CIEAG programme
- Apply the behaviour management systems so that effective learning can take place.

Additional Notes

This job description sets out the main duties of the post

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.
- The Academy of St Francis of Assisi is a member of The Liverpool Joint Catholic and Church of England Academies Trust. The Trust is an equal opportunities employer.

Staff benefits:

All Saints Multi Academy Trust is committed to investing in all its employees and is committed to encouraging positive working environments:

- Promote the physical and mental health wellbeing of our staff.
- Working with SMART Clinic we offer a range of health and well being benefits, including:
- Physiotherapy Stress coaching Virtual GP support Counselling
- Eye care Annual flu jabs
- Anxiety management 24/7 employee helpline Cycle to Work Scheme

How to apply...

The closing date for application is:

Monday 22 April 2024 at 9.00am

Interviews will take place:

Week commencing Monday 22 April.

Please read the information in this pack.

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the role.

**Please send your application to
recruitmentapplications@allsaintsmat.org**



Follow us on Instagram

@academy_stfrancisofassisi

www.asfaonline.org

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