



# Teacher of English Harris CofE Academy

**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
St James' C of E Academy  
Barbridge Road  
Bulkington  
Bedworth CV2 9PF

**Candidate  
Information  
Teacher of English**

*Together, pursuing life in all its fullness*

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, Chief Executive Officer**

# What our employees say about us...

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

## Staff support and relationships

How comfortable are you with asking your colleagues for help when you need it?	<b>93%</b>
How respected by your colleagues do you feel?	<b>91%</b>

## Leadership

Leadership dynamics	<b>10% higher than national benchmark</b>
Professional support from line manager	<b>3% higher than national benchmark</b>

## Job satisfaction and communication

Effective and regular communication with employees	<b>90%</b>
Job satisfaction	<b>5% higher than national benchmark</b>

## Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

*'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'*

**Bishop of Coventry**

# Teacher of English

## About the Role

The Trust is looking to appoint an inspirational and highly effective Teacher of English who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of TMS 1-6
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact [recruitment@harris.covmat.org](mailto:recruitment@harris.covmat.org) for an informal discussion about the post. Please note the closing date for applications is midnight, 13<sup>th</sup> May 2026. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews dates to be confirmed.

# Job Description

## KEY PURPOSE

- To support the department to achieve the department vision by developing pedagogy and embedding academy policies across the team;
- To support the delivery of high quality teaching and learning which collectively raises standards including levels of engagement, aspiration and attainment;
- To ensure that department policies are fully communicated, implemented, monitored and evaluated;
- To contribute to developing and enhancing the teaching practice of others by setting high expectations for standards of teaching and learning;
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth through provision of a broad and balanced range of opportunities for learners both within and beyond the classroom.

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The academy complies with these requirements in order to make reasonable demands of teachers.

## ACCOUNTABILITIES

The appointee will be line managed by the Head of Department

## PRINCIPAL RESPONSIBILITIES

- Promoting the building and sharing of good practice and successful innovation within the team
- Ensuring the consistent application of teaching and learning strategies and tailored provision that meets the needs of all learners
- Ensuring the development and evaluation of appropriate specifications and schemes of work including national developments and that these are followed by all teachers
- Supporting the Head of Department to monitor and evaluate standards of teaching and learning through classroom observation, sampling students' work and student feedback
- Assisting the Head of Department to monitor and evaluate standards of attainment for classes and priority groups through the collection, analysis and reporting of performance data using SISRA
- Contributing to regular academy and team self-evaluation in conjunction with Head of Department
- Contributing to regular team meetings for briefing, consultation, sharing of good practice and training
- Supporting effective induction for new staff and support for trainees
- Extending and embedding effective assessment that leads to rapid and sustained progress, including further APP development

## Teaching

- Teach students according to their individual educational needs, including the setting and marking of work
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

- Ensure that transferable literacy skills are promoted and cross curricular application reinforced in the teaching/learning experience of students
- Provide aspirational and effective learning experiences for students, in which lessons are consistently of at least "good" quality
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and meets the demands of the syllabus
- Maintain positive behaviour for learning in accordance with the academy's procedures and encourage good practice with regard to punctuality, independent learning, standards of work and homework
- Consistently apply whole academy and department Behaviour Management systems so that effective learning can take place
- Undertake assessment of students as requested by external examination bodies, departmental and academy procedures.
- Mark, grade and give written/verbal and diagnostic feedback in line with the whole academy assessment and marking policy.

### **Pastoral System**

- Liaise with Heads of House to ensure the implementation of the academy's Pastoral System and Worship practices
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life, when required

### **Operational/Strategic Planning**

- Assist in the development of appropriate resources, schemes of work and teaching strategies in the Curriculum Area
- Contribute to the Curriculum Area Self Evaluation and Development planning and support its effective implementation.

### **Curriculum**

- Assist the Head of Departments and SLT member with responsibility for Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the academy's strategic objectives
- Assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's Mission and Strategy.

### **Staffing**

- Participate in the academy's staff development programme by participating in arrangements for further training and professional development as appropriate
- Continue personal development in the relevant areas including subject knowledge and teaching methods
- Engage actively in the Performance Management Review process
- Ensure the effective/efficient deployment of classroom support
- 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
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy procedures, including evaluation against quality standards and performance criteria and implement modification and improvement where required

- Periodically review methods of teaching and programmes of work
- Participate in, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

### **Management Information**

- Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- Complete relevant documentation to assist in progress tracking
- Track student progress and use information to inform provision, in terms of tailored wave 1 provision as well as additional support and intervention.

### **Communications**

- Communicate effectively with stakeholders as appropriate
- Follow agreed policies for communications in the academy
- 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.

### **Marketing and Liaison**

- Participate in marketing and liaison activities such as Open Evenings and Parents' Evenings
- Contribute to the development of effective subject links with external agencies.

### **Management of Resources**

- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust the Teacher of English will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community,

the local church and diocesan communities.

- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

### **Safeguarding**

- Safeguarding is a paramount responsibility at Harris Church of England Academy. The Teacher of English will:
  - Uphold the school's safeguarding policies and procedures, ensuring the welfare and safety of all students.
  - Work with the designated safeguarding lead (DSL) to share any concerns related to student data that may indicate safeguarding issues.
  - Maintain confidentiality and professionalism when handling sensitive student information.
  - Promote a culture within the school community where safeguarding and child protection are central to all activities and decisions.

### **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

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## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

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. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

<b>Personal Qualities, Qualifications and Experience</b>		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Experience</b>						
1.	Qualified teacher	✓		✓		
2.	Degree in appropriate discipline	✓		✓	✓	
3.	Recent experience of professional development appropriate to the role		✓	✓		
4.	Evidence of further study or degree		✓	✓		
5.	Proven ability in the teaching of the National Curriculum		✓	✓		
6.	Experience of delivering teaching in a Church School		✓	✓		
<b>Professional Experience and Knowledge</b>						
1.	Successful teaching experience	✓		✓	✓	✓
2.	Up to date knowledge of the National Curriculum cross curricular areas	✓		✓	✓	✓
3.	Knowledge and experience in teaching KS3 and KS4 in appropriate discipline	✓		✓	✓	✓
4.	Target setting and monitoring progress.	✓		✓	✓	✓
5.	Knowledge and experience of applying SEN and inclusion legislation	✓		✓	✓	
6.	Knowledge and understanding of curriculum development	✓		✓	✓	
7.	Experience of implementing school wide initiatives		✓	✓	✓	
8.	Competent use of ICT	✓		✓	✓	
9.	Evidence of the development of resources and individual class schemes of work for student with Special Educational Needs		✓	✓	✓	
10.	Knowledge of assessment, recording and reporting of pupils' progress and achievements	✓		✓	✓	
11.	Experience of producing differentiated resources		✓	✓	✓	
12.	Knowledge of the school's role in providing effectively for the needs of it's pupils including those with SEN or EAL	✓		✓	✓	✓
13.	Experience in teaching in a similar school in the past three years	✓		✓		
14.	Experience of supporting the management development of colleagues		✓	✓	✓	
15.	A commitment to and evidence of promoting diversity and equal opportunities within the Academy curriculum and employment practice	✓		✓		
<b>Skills and Abilities</b>						
1.	A good team player	✓		✓	✓	✓
2.	Excellent classroom management skills	✓				
3.	The ability to deliver lessons offering students pace and challenge	✓				
4.	Evidence of good personal relationships, including the ability to work as a member of a team	✓		✓	✓	✓
5.	Be able to develop professional working relationships with all students	✓		✓	✓	✓
6.	Evidence of a commitment to the protection and safeguarding of young people	✓		✓	✓	✓
7.	Be able to demonstrate good ICT skills both in use and across the curriculum	✓		✓	✓	

8.	Evidence of the ability to handle difficult situations sensitively	✓		✓	✓	
9	Evidence of appreciation of establishing and developing positive relationships with parents, governors and the local community	✓		✓	✓	
10.	Evidence of the ability to communicate effectively, both orally and in written form	✓		✓		
11.	Evidence of a commitment to Equality and Diversity	✓		✓	✓	
12.	Evidence of a commitment to and participation in extra-curricular activities for children	✓		✓	✓	
<b>Personal Qualities</b>						
1.	Is committed to driving continuous improvement and pupil outcomes	✓		✓	✓	
2.	Have a flexible approach to work	✓		✓	✓	
3.	Interested in developing the academy values	✓		✓	✓	
4.	Ambition for further professional development	✓		✓	✓	
5.	Committed to a distinctive Church school ethos based on Christian values	✓			✓	✓
6.	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the Academy	✓			✓	✓

I ..... hereby confirm that I have received a copy of the Job Description for the post of **Teacher of English**

Signed .....

Date .....

# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
c/o St James CofE Academy  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



**Dunchurch Boughton CofE Junior Academy**  
Dew Close  
Dunchurch  
CV22 6NE



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**  
Birdingbury Road, Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Dunchurch Boughton CofE Infant Academy & Nursery**  
School Street  
Dunchurch  
CV22 6PA



**Ryton-on-Dunsmore Provost Williams CofE Academy**  
Sodens Avenue  
Ryton-on-Dunsmore  
CV8 3FF

