



EDUCATION  
TRUST

# Applicant Information Pack

## Teacher of English



*'Every Individual is in a great school'*



## Letter from the CEO

Dear Applicant,

Thank you for your interest in this role. I am delighted you are considering The 3-18 Education Trust.

We are seeking to appoint an organised and proactive Teacher of English with a successful track record of effective practice and delivering high quality levels of service. With an expected growth in the size of the Trust over the next few years, this is an exciting new role. The Trust central team prides itself on a high-quality support operation for our schools, to ensure that all young people in our Trust are given the best possible education.

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Our Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

This recruitment pack contains details about our Multi Academy Trust, the commitment to our staff and students and information about each of our unique schools. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or an informal discussion then please contact our Team via email [belinda.howells@tas.318education.co.uk](mailto:belinda.howells@tas.318education.co.uk)

We look forward to hearing from you.

Yours faithfully,



**David O'Toole**  
Chief Executive

## About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### Our Vision:

To ensure every individual is in a great school.

### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



## The 3-18 Trust: What We Offer

### Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

### **In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

#### ✓ Unbeatable Pension Scheme

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

#### ✓ Holiday

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

#### ✓ Saving Scheme

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

#### ✓ Support for you and your family

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

#### ✓ Your wellbeing

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ Online GP Service

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ We've always got you covered

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ Cycle to work scheme

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ Home and Electronics Scheme

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ Awards for long service

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ Career Progression

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ Additional Perks

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.



## Information about our School

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing a quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of the sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

Please visit our website <https://thomasadams.net/> for further information.

You can also find out the latest news via our social media pages



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



**Mark Cooper, Headteacher**

## Job Description

<b>Title of Post:</b>	Teacher of English
<b>Post Status:</b>	Permanent, 1.0 FTE Required September 2026
<b>Salary Range:</b>	MPS/UPS
<b>Accountable to:</b>	Head of English



The following subject job description is in addition to any statutory requirements and responsibilities of a Main Scale Teacher:

The post holder is expected to:

- Promote the highest standards of teaching English within the framework of the school and share ideas to promote the best practice within the Department.
- Ensure high standards of discipline and organisation within a school environment.
- Demonstrate high standards of ICT competence in teaching and learning, and develop these as technologies change.
- Ensure the smooth running of internal and external controlled assessments
- Ensure that Departmental records and information are regularly updated, and keep informative records of students' progress.
- In partnership with other members of the Department, assist with information and Consultation Evenings for parents and carers.
- Keep the marking of students' work up to date and maintain a record of students' marks.
- Attend relevant meetings
- Deal effectively with behaviour, attendance and punctuality issues
- To ensure the safeguarding of students, and support their well-being at all times, utilising the pastoral system effectively

The postholder may be asked by the Headteacher or Local Governing Body to undertake other duties reasonably regarded as falling within the responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.

## Person Specification

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours graduate</li> <li>• Qualified teacher status</li> <li>• Commitment to personal/professional development</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Letter of application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching English at KS3 and KS4</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching or lesson observation in Post 16 lessons</li> <li>• Ability and willingness to teach other related subjects</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Learning and Teaching</b>	<ul style="list-style-type: none"> <li>• Ability to challenge, support and motivate students</li> <li>• Ability to monitor and evaluate student performance</li> <li>• Ability to meet challenging targets</li> <li>• Secure knowledge and a good understanding of the key skills, concepts in specialist subject</li> <li>• Clear understanding of the secondary curriculum and its assessments</li> <li>• Committed to the role of form tutor for a group of students and the benefits of pastoral care</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of, and sensitive to, the needs of teaching students with SEN and G&amp;T</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Selection process</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Selection process</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Cheerful, enthusiastic and committed</li> <li>• Dynamic, positive, organised and constructive</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take on other roles and responsibilities within the department</li> </ul>	<ul style="list-style-type: none"> <li>• Selection process</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Commitment to equality of opportunity</li> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Selection process</li> </ul>

## Application & Appointment Process

An application form is available on the Trust website. Please complete and return it promptly, highlighting your relevant experience, skills, and personal qualities.

For more information or to arrange an informal conversation, contact Belinda Howells at [belinda.howells@tas.318education.co.uk](mailto:belinda.howells@tas.318education.co.uk)

**Application Deadline:** Noon on 20<sup>th</sup> April 2026

**Interview Date:** During that week

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

### Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.

