

INFORMATION FOR APPLICANTS

Head of KS3 / KS4 English
MPS/UPS + TLR2a (£3,526 per annum)



Dear Candidate

Welcome to All Saints Academy Dunstable.



As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests. The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school. Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish. The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people."

All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school. Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour."

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith** and **Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We have a vacancy for a Head of KS3 or KS4 English. As the successful candidate you will be enthusiastic and have a real passion for English with excellent subject knowledge. You will enjoy the company of young people, be fully committed to improving student outcomes at all levels, and you will thrive on the challenges to be faced on the Academy’s journey to Outstanding.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential.

ACADEMY FACILITIES










We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five Music classrooms and a Languages Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- A nurture area to support students with a variety of needs
- A Hair and Beauty Salon and design technology workshop
- Management Suite
- Spacious staff room with outside area
- Separate Departmental staff workrooms

BENEFITS

Benefits of working at the academy include:

 Training & support	 Generous pension schemes (TPS / LGPS)
 Free Car Parking	 Access to Occupational Health Services
 Free access to the gym	 Staff social committee
 Employee Assistance Programme	 Regular staff well-being initiatives
 Weekly PPA time worked from home	

JOB DESCRIPTION

Head of KS3 or KS4 English

Responsible to: Director of Languages

Core purpose:

To contribute to the leadership, strategic direction and management of English curriculum area in order to secure high quality learning and teaching and improved achievement and attainment for students in Key Stage 3 or Key Stage 4.

Job description:

The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions' document. It will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility.

General teaching duties:

To plan effective courses and prepare good lessons by:

- developing Schemes of Work and planning lessons to implement the Academy learning and teaching policy
- matching the design of lessons to the ability of students
- taking account of the need for progression in students' learning experience.

To teach and manage students' learning by:

- ensuring effective teaching of whole class groups or individuals
- establishing a purposeful and safe learning environment conducive to learning and identify opportunities for learning in out-of-school contexts
- setting high expectations of students' behaviour, through good classroom discipline, adherence to Academy climate for learning policy, focused teaching and productive relationships
- setting homework as an integral part of students' learning
- using teaching methods which take account of different learning styles
- use skills in literacy, numeracy and ICT to support teaching and wider professional activities.

To ensure students' progress and that they meet or exceed their targets by:

- having high expectations of students, based on a sound knowledge of their prior and potential attainment

- marking and assessing in line with Academy policy
- recording marks efficiently and reporting to parents/carers in line with Academy policy
- being clear about the level at which a student is working
- giving clear and constructive feedback to students on how to move on to the next grade or level.

To manage one's own performance and enhance the working atmosphere and ethos in the Academy by:

- applying Academy policies and practices consistently
- working as a team member, identifying opportunities for working with colleagues and sharing development of effective practice
- setting an example to students in work ethic, conduct, dress, punctuality and attendance
- taking responsibility for one's own professional development, setting objectives for improvement and keeping up to date in subject expertise and teaching skills
- maintaining effective working relationships with teaching and support staff.

To be a form tutor to a group of students by:

- keeping an accurate register of attendance
- mentoring them according to the planned Academy programme
- delivering the tutorial programme
- monitoring their progress across subjects and liaising with Achievement Leaders as appropriate
- playing an important role in the behaviour management of tutees
- responding to requests from the Achievement Leaders.
- To support the wider life of the Academy community and its individuals.

To meet the admin requirements of a teacher by:

- working to published timescales for reports, publications and events
- carrying out procedures to satisfy Academy policy and practice
- carrying out weekly duties.

Strategic direction and development of the curriculum area

- Lead the curriculum area in ensuring that ethos, specialisms, numeracy and literacy are an integral part of the learning for all students at Key Stage 3 or Key Stage 4.
- Support the implementation, monitoring and review of curriculum area policies and practices which reflect the Academy's commitment to high standards, high expectations, high achievement and to effective learning and teaching for students in Key Stage 3 or Key Stage 4.
- Lead the part of the curriculum area action plan through the 'plan, do, review' cycle for Key Stage 3 or Key Stage 4
- Contribute to the creation of curriculum area development plans in line with Academy policy and improvement plans for Key Stage 3 or Key Stage 4.
- Ensure that the curriculum area contributes positively to a forward thinking learning community
- Contribute to the internal review structure
- Support the Head of English in their role and deputise for them
- Together with the Head of English, agree specific additional roles and responsibilities as required

Learning and teaching

- Support the Head of English in securing effective teaching in line with Academy policy
- Co-ordinate consistent approaches to assessment for learning and use of data across the curriculum area for Key Stage 3 or Key Stage 4
- Support the implementation of lesson planning policies for Key Stage 3 or Key Stage 4
- Contribute to generation of a positive, memorable learning environment across the curriculum area
- Participate in curriculum area policy for behaviour management, particularly for Key Stage 3 or Key Stage 4

Leading and managing staff

- Ensure that there are high standards of organisation and management
- Conduct performance review for members of the curriculum area in line with Academy policy
- Take responsibility for appropriate delegated tasks
- Promote and support Academy events and extracurricular activities among students

Deployment of staff and resources

- Support new staff in the curriculum area

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

.....
Post holder	Date
.....
Line Manager	Date
Position	

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.



PERSON SPECIFICATION

Head of KS3 or KS4 English

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • University graduate • Postgraduate teaching qualification • Qualified teacher status (QTS) 	<ul style="list-style-type: none"> • Evidence of continuing professional development, eg attendance at relevant INSET
Teaching Experience	<ul style="list-style-type: none"> • Evidence of successful teaching experience across the whole age and ability range in the secondary sector • Knowledge of the National Curriculum for English • Teaching Experience in key stages 3 and 4 (or equivalent) • Evidence of consistently good teaching and learning • The ability to use ICT effectively to engage students and raise achievement • An understanding of how to use assessment to inform planning for good teaching and learning • The ability to differentiate materials to meet the needs of learners • An interest in the wider curriculum • Experience of being a form tutor and/or pastoral work 	<ul style="list-style-type: none"> • Successful teaching experience in an urban school • Teaching experience in key stage 5 (or equivalent) • Evidence of outstanding teaching and learning • Experience of being a form tutor • The ability to offer an extra-curricular activity • Successful experience in position of responsibility or evidence of the potential to fulfil such a role
Leadership and Management	<ul style="list-style-type: none"> • Evidence of good classroom management skills • Ability to work with students within an agreed behaviour management policy 	
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people • Willingness to keep up to date in subject knowledge and national developments 	

Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to comprehensive education • Excellent communication skills • The proven ability to work in teams and partnerships with staff and students alike • Have high expectations of themselves and others within the Academy community • Be pro-active to innovate • A willingness to learn and develop new skills • A desire to make a difference to the lives of young people • A proven commitment to develop own professional learning • Displays commitment to the protection and safeguarding of children and young people • An excellent attendance record • Vision, energy and resilience, and a sense of humour • The ability to remain calm under pressure 	
Other	<ul style="list-style-type: none"> • DBS Enhanced Check • Certificate of Good Conduct/Overseas Police Check (if required) • Online search 	

TIMELINE FOR RECRUITMENT PROCESS

Closing date for applications: 14th May 2026 at 9am
Interviews: As soon as possible
Start date: September 2026

HOW TO APPLY

Please apply through Mynewterm or TES. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

REFERENCES & PRE-EMPLOYMENT CHECKS

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance