



# Guilsborough Academy

*Guilsborough Multi Academy Trust*



# Teacher of English

*Candidate Information Pack*

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# Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting new position of Teacher of English.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a first-hand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk).

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritising their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.

**Simon Frazer**  
**Principal of Guilsborough Academy**



# About Us



At Guilsborough Academy, learning is designed to be both enjoyable and academically challenging - a belief reflected in our positive culture, excellent teaching and the high aspirations of our students. We place learning at the heart of everything we do and encourage curiosity, resilience and a genuine love of learning, helping students to become confident, independent and reflective learners.

As an inclusive 11–19 community, we educate students of all abilities and from a wide range of backgrounds. We value diversity, celebrate success in all its forms and provide carefully tailored support to ensure that every individual is able to thrive and fulfil their potential, both academically and personally.

Alongside strong academic outcomes, we offer a broad programme of enrichment and personal development opportunities that support students to grow beyond the classroom. This is complemented by an excellent careers programme, including our CEIAG award, which ensures students are well informed, ambitious and well prepared for their next steps in education, employment or training.

We work hard to promote and support student and staff wellbeing and are proud to be a Carnegie Gold Standard Accredited organisation for mental health for both students and staff. We are also pleased to have signed the DfE Education Staff Wellbeing Charter, a sector-wide commitment to protect and promote the mental health and wellbeing of everyone working in education. This recognition reflects our strong safeguarding culture and our commitment to creating a safe, nurturing and supportive environment in which everyone feels valued, respected and able to succeed.



**Guilsborough Academy**

*Guilsborough Multi Academy Trust*



**SCHOOL  
MENTAL  
HEALTH  
AWARD**

2024-27

# Advert

## Contract Type:

- Maternity Cover
- 1.0 FTE

## Salary:

- M1 - UPS 3

## Start date:

- September 2026

## How to apply:

Please apply via our My New Term Platform [here](#)

*Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.*

*Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.*

# Teacher of English

We are seeking to appoint a well-motivated and enthusiastic Teacher of English to join our successful and supportive English department on a maternity cover basis.

This is an exciting opportunity for a passionate English teacher to work within a strong team that is committed to delivering high-quality teaching and securing excellent outcomes for students at Key Stage 3 and Key Stage 4, with opportunities to teach Key Stage 5 depending on experience.

Applications are welcomed from experienced teachers and Early Career Teachers (ECTs).

As a Teacher of English, you will:

- Teach English across KS3 and KS4, with potential KS5 teaching
- Plan and deliver engaging, challenging and well-structured lessons
- Assess, monitor and support student progress effectively
- Contribute to the continued success and development of the English department
- Maintain high expectations for learning, behaviour and achievement
- Build positive relationships with students, colleagues and parents/carers

The English Department is a strong, collaborative and well-resourced team. Colleagues work closely together to:

- Share effective practice and high-quality resources
- Deliver an ambitious and well-sequenced curriculum
- Ensure all students are supported to achieve their full potential

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic employee benefits? If so, we would be delighted to hear from you.

Visits to the Academy are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk) or 01604 740641.

# Applications

## **My New Term**

Guilsborough Academy uses My New Term for all internal and external recruitment. We only accept applications submitted via My New Term and cannot consider applications submitted in any other format.

## **The use of AI in Applications**

AI tools may be used to support drafting (e.g. clarity/spellcheck), but your application must accurately reflect your own experience and must not include AI-generated false or exaggerated claims. We may test understanding at interview/assessment. Misuse or excessive use of AI in application may affect shortlisting.

## **Application Windows**

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Equally, if we do not receive sufficient applications to generate a large enough field, we may extend the application period. Candidates will be kept informed if this is the case.

## **Online searches**

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.

Our community is predicated on mutual respect through tolerance, trust and honesty. We have high aspirations for all and develop resilience to overcome any obstacles which might stand in our way. We take responsibility for our actions to ensure we are working positively together. We appreciate others by the strength of character they show and seek equality for all.



# Job Description

<b>Post Title</b>	Teacher of English
<b>Reports To</b>	Director of English and Media Studies
<b>Salary</b>	M1 - UPS3
<b>Hours</b>	1.0 FTE
<b>Contract Type</b>	Maternity Cover
<b>Preferred Start Date</b>	September 2026

## RESPONSIBILITIES OF THE JOB

### Main Purpose

The teacher will:

- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Assist in the smooth running of the school at all times

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote excellent progress and outcomes by pupils
- Demonstrate excellent subject and curriculum knowledge
- Demonstrate their quality of teaching is 'good' to 'outstanding'
- Participate in arrangements for preparing pupils for external tests

### Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school

- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

### **Communication**

- Communicate effectively with staff, pupils, parents and carers
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### **Additional areas of responsibility for the upper pay range (UPR)**

- Contribute significantly to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Have extensive knowledge of your subjects/curriculum areas, related pedagogy and assessment
- Provide a critical role in the life of the Academy
- Be a role model for teaching and learning
- Make a distinctive contribution to the raising of pupil standards
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- Lead on teaching and learning, pedagogy or curriculum initiatives in a subject or year group
- Provide pastoral care as required and being aware of mental health and wellbeing needs
- Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards

### **General:**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

- To promote and safeguard the welfare of young and vulnerable people.
- Supervise students whilst they are on their lunch break.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.
- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.
- To attend relevant meetings and training sessions in line with their employment contract
- All members of staff are required to participate in the school's appraisal scheme.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

*Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#).*

*We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).*

This job description and related documents provide the standards and framework for Performance Management Objectives for a Main and Upper Pay Range Teacher which will be set under the School's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal / Line Manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal / Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

**Signed:**

**Date:**

# Person Specification

## Essential Criteria

- Qualified to degree level in relevant subject
- Qualified Teacher Status
- Right to Work in the UK
- Relevant teaching practice and training with the subject area
- Willingness and able to teach more than one subject
- Teacher of English
- Evidence of Further professional development
- An Excellent classroom practitioner
- Ability to foster a positive classroom ethos
- motivates students to fulfil their potential
- Good written and oral communication skills
- Ability to use ICT effectively for teaching and management
- Ability to analyse data and make informed judgements
- Excellent interpersonal and organisational skills
- Reflective practitioner
- Commitment to multi-cultural education
- Commitment to the safeguarding of children and young people
- Optimistic, enthusiastic and generous of spirit
- Resilience
- Good judgement
- Highly credible and lead by example
- Evidence of ability to lead and work as a team member
- Evidence of contributing to the wider life of a school
- Clear vision and moral purpose through extra-curricular activities
- Ambitious and committed to own professional development

## Desireable Criteria

- Experience of teaching English at KS5
- Evidence of further professional development
- Evidence of achieving good or better progress for students

# Rewarding and Supporting Our Employees



We value our staff, and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our academy. Without the energy, drive and enthusiasm of our staff, the academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all our staff and are able to offer:

- Carnegie Gold Standard Accredited organisation for mental health for both students and staff.
- A dedicated staff Wellbeing Committee who deliver standards under the DfE Wellbeing Charter.
- £500 Refer a Friend payment scheme, plus a welcome bonus for your friend\*.
- A £1,000 welcome bonus to all new employees employed on a permanent contract\*.
- Access to trained staff Mental Health First Aiders.
- A developmental and supportive culture for continued professional development.
- A stunning rural location.
- HR Services on site.
- Eye Tests.
- Free annual Flu Vaccinations for all staff.
- Access to 24/7 telephone counselling service for staff & their immediate family via Health Assured.
- Free access to our Fitness Suite.
- Our in-house catering firm, Innovate, offer a healthy range of food at both break and lunch-time.
- Free lunch if undertaking an evening duty.
- Free and secure car parking on site.
- PTA. We have a very active PTA group that all staff can get involved in if they wish.
- Employee Benefits Scheme.



\*Terms and Conditions apply.



# Contact Us

## Visit us:

Guilsborough Academy  
West Haddon Road  
Guilsborough  
Northampton  
NN6 8QE

## Call us:

01604 740641

## Email us:

[info@guilsborough.northants.sch.uk](mailto:info@guilsborough.northants.sch.uk)

## Visit our website:

<https://www.guilsborough.northants.sch.uk/>

## Follow us on our Social Media

