



STOKE PARK  
— SCHOOL —

# PRIMARY LITERACY TRANSITION LEAD FOR SECONDARY RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



# STOKE PARK SCHOOL



Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Natalie Rock, Headteacher*

<b>JOB TITLE:</b>	<b>PRIMARY LITERACY TRANSITION LEAD FOR SECONDARY</b>
<b>OPPORTUNITY:</b>	<p>This is an exciting time to join Stoke Park School. We are seeking to appoint a Primary School Practitioner in our Secondary setting to support transition and English curriculum planning in Year 7 and 8. Your drive, determination, desire to make a difference, and student focused thinking is more important to us than your experience. We offer an environment where an ambitious, innovative teacher will thrive and progress.</p> <p>You will support our drive to create exceptional experiences and have an aptitude for working with students to overcome barriers to learning.</p>
<b>REPORTING TO:</b>	Subject Leader
<b>LOCATION:</b>	Based at Stoke Park School with a requirement to travel to work at schools in the Trust.
<b>SALARY:</b>	TMS/UPS (potential TLR for the right candidate)
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul>

## JOB DESCRIPTION

### Duties and responsibilities:

To raise standards of numeracy in Year 7 and 8 and ensure that all students are GCSE ready by the end of Year 8 via structured intervention teaching, CPD for English teachers to improve the consistency and quality of teaching of literacy in KS3 and outreach work in feeder primary schools to impact on Y5/6 outcomes prior to students joining Stoke Park School.

### Lead on

- The delivery of curriculum literacy and literacy intervention
- The development of the literacy curriculum and programs of study in Year 7 & 8.
- Close liaison with the communications faculty and the KS3 Hub to ensure the development and co-ordination of a program of targeted intervention in Year 7 & 8.
- Training teaching staff across Y7 & 8, to develop technical literacy expertise and pedagogy.
- Training of Associate Teachers and Learning Mentors as literacy specialists.
- The identification of and creation of a range of innovative resources to engage and raise standards in literacy in Year 7 in the first instance.
- The development of a high attaining literacy group focused upon raising the attainment and aspirations of high attaining students and offering significant enriching experiences and stretching additional work that raises aspirations and drives progress.
- The identification of areas of underachievement with rapid intervention put in place to address.
- Implementation of personalized programs to remove barriers to literacy Training staff across Year 7 in the first instance to be skilled assessors of literacy and to understand the Year 5-6 curriculum and SATs expectations.

### Partner Primaries

- The development of curriculum transition literacy and learning links with feeder schools.
- Support the teaching of Key Stage 2 English and modelling good practice, supporting CPD and coaching
- Improve achievement of targeted students in literacy in Year 5/6.

### Other Responsibilities

- To work as part of The Inclusion team and very closely with the KS3 Hub Team and Communications Faculty.
- To run relevant and targeted enrichment and learning support activities in The KS3 Hub.
- To undertake duties in the KS3 Hub.
- To support The Inclusion Team and KS3 Hub team behaviour and rewards systems as a key leader in KS3.
- To develop a learning team able to support primary schools and raise standards at KS2

### Professional Development:

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of math's teacher are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• First degree or equivalent</li> </ul>		Application Form Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Highly competent in all areas of the Teachers' Standards</li> <li>• Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences</li> <li>• Highly organised; can prioritise and work well under pressure, meeting deadlines and exercising attention to detail</li> <li>• Able to relate effectively to students, staff and parents</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>• Able to work collaboratively and effectively as part of a team</li> <li>• Creative, inspiring and innovative both in the classroom and as a colleague; able to explore, develop and successfully implement new ways of working</li> </ul>		Application Form Interview Observation
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience teaching in Year 6 in a primary school</li> <li>• Experience leading colleagues with impact in a primary school</li> <li>• Experience of teaching within a diverse environment</li> <li>• Recent relevant in service training in current educational practice</li> </ul>		Application form Interview
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• High level subject knowledge.</li> <li>• Detailed knowledge of the Y5-6 English curriculum and SATs assessments.</li> </ul>		Application Form Interview Observation

	<ul style="list-style-type: none"> <li>• Knowledge of how to promote and implement the principles of inclusion.</li> <li>• Understanding of promoting high levels of attainment of all pupils, including those with special educational needs.</li> <li>• Knowledge of initiatives at a national level and their impact on school development</li> <li>• Clear understanding of safeguarding and evidence of recent training</li> </ul>		
<p><b>Other requirements</b></p>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• A commitment to inner city comprehensive education</li> <li>• A commitment to involve parents, governors and the community in the work of the school</li> <li>• An awareness, understanding and commitment to equal opportunities, including an appreciation of and sympathy for the school's multi-faith cultural context</li> </ul>		<p>Application Form Interview</p>

## HOW TO APPLY

CLOSING DATE:	Tuesday 7 May 2024
INTERVIEWS:	tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Stoke Park Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.