



The Birley Academy
A L.E.A.D. Academy

Candidate Information Pack

Assistant Curriculum Leader - English

The Birley Academy





Welcome from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.



Victoria Hall, Headteacher

About The Birley Academy

At The Birley Academy our vision is simple; we challenge ourselves and each other to be our best selves, demonstrating our school values every day, in all situations. We want to be the school of choice in our region, showcasing excellent teaching and providing our pupils with an exemplary education and school experience.

Our values of Courage, Ambition, Respect, Kindness and Integrity have been developed with our staff and pupils to help all to succeed in life and achieve our academy vision together.

We are dedicated to providing a transformative educational experience that prepares students not only for academic success but also for a life of purpose, responsibility and fulfillment.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential. We work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our pupils.



Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



Assistant Curriculum Leader - English

Location:	The Birley Academy, Sheffield, S12 3BP
Salary:	MPS/UPS + TLR 2b (currently £5,649)
Closing date:	Wednesday, 14th May 2025
Interview date:	We expect interviews to take place on either 21st, 22nd or 23rd May 2025
Start date:	September 2025
Responsible to:	Associate Assistant Headteacher - English and Literacy

Key Responsibilities

Job purpose:

- To demonstrate excellent classroom practice that results in high standards of learning and achievement for the pupils/students in your care.
- To support the Senior Leadership Team in establishing a culture that promotes excellence, equality and high expectations of all pupils/students and support our academy values of Kindness, Respect, Ambition, Courage and Integrity.
- To ensure that your professional practice is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To ensure that you provide a safe and happy environment that promotes the welfare of children.
- To ensure all safeguarding and child protection policies are adhered to fully and without reservation in line with statutory duties.

Duties and Responsibilities:

Leadership and Management

- To work with the Associate Assistant Headteacher and Assistant Curriculum Leader in English to shape and drive a high-quality curriculum across all year groups.
- To work with the Associate Assistant Headteacher and Assistant Curriculum Leader in English to improve the quality of teaching and learning within the department – with specific foci as agreed by the Associate Assistant Headteacher English and Literacy.
- To work with the Associate Assistant Headteacher and Assistant Curriculum Leader in English to develop pedagogical understand across the department
- To develop assessment across the department to ensure all colleagues are skilled in assessing during lessons through live marking, and via deeper marking as agreed within the curriculum model.
- To work with the Associate Assistant Headteacher and Assistant Curriculum Leader in English to ensure all members of the department are confident in classroom management and classrooms are a calm and orderly environment, where pupils are keen to learn and engage.

Job Description



Teaching and learning

- Set high expectations for all pupils/students which inspire, motivate and challenge pupils/students.
- Establish a safe and stimulating environment for pupils/students, rooted in mutual respect.
- Set goals that stretch and challenge pupils/students of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils/students.
- Promote excellent learning behaviours in the pupils/students so that they work hard in the academy and in completing tasks set for homework.

Promote good progress and outcomes

- Be accountable for all pupils/students' attainment, progress and outcomes assigned to them.
- Be aware of pupils/students' capabilities and their prior knowledge, and plan teaching to build on these.
- Guide pupils/students to reflect on the progress they have made and their emerging needs.
- Demonstrate knowledge and understanding of how children learn and how this impacts on the organisation of the classroom and teaching.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.
- Encourage pupils/students to develop study skills in order to learn more effectively and with increasing independence.

Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the relevant subjects and curriculum areas taught, foster and maintain pupils/students' interest in the subject, and address misunderstandings.
- Demonstrate a critical understanding of developments in the subjects and curriculum areas, and promote the value of scholarship.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in all work produced.
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

Plan and teach well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

Adapt teaching to respond to the strengths and needs of all pupils/students

- Know when and how to differentiate appropriately.
- Understand how a range of factors can inhibit pupils/students' ability to learn, apply this understanding to overcome these restrictions to learning.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils/students' education at different stages.
- Have a clear understanding of the needs of all pupils/students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Job Description



Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Make use of formative and summative assessment to secure pupils/students' progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Give pupils/students regular feedback, both orally and through accurate marking, and encourage pupils/students to respond to the feedback.

Behaviour and safety and Personal Development

- Manage behaviour effectively to ensure a purposeful, stimulating and safe learning environment.
- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the site, in accordance with the academy's behaviour policy.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils/students' needs in order to involve and motivate them.
- Maintain good relationships with pupils/students, exercise appropriate authority, and act decisively when necessary.
- Carry out duties as directed and within the remit of the current School teachers' pay and Conditions Document.
- Promote and safeguard the welfare of children and young people within the academy, raising any concerns by following the academy safeguarding policies and procedures.
- Promote British values, equalities and pupils'/students' spiritual, moral, social and cultural development.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the academy.
- Develop effective and collaborative professional relationships with colleagues, drawing appropriately on advice and specialist support.
- Deploy support staff effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and wellbeing.
- Provide the senior leadership team on request accurate, timely and coherent information about class, group or individual pupil/student progress and attainment in order to inform regular academy development planning.
- Carry out any such duties as may be reasonably required by the Headteacher.

Team working and collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.

Job Description



- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

Administration

- Register the attendance of and supervise learners, before, during or after sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary and responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.

Resource Management

- Responsibility for the safe use and safe keeping of Academy and Trust resources in line with the requirements of the role.

Influencing and Managing Relationships

- Required to have positive working relationships with The Headteacher and Senior Leadership Team within the Academy and all other Trust schools as required.
- Positive working relationships with teaching and support staff, parents and other third party organisations as required.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff.

Qualifications and Attainments	Essential criteria
	<ul style="list-style-type: none">• Qualified teacher with QTS or recognised equivalent• Teaching experience within the age range and/or subjects applying for (NQT status may also be relevant)

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Ability to create a stimulating and safe learning environment.• Ability to establish and maintain a purposeful working atmosphere• Ability to plans, prepare and deliver the curriculum as relevant to the age and ability group/subjects taught• Ability to assesses and record the progress of pupils learning to inform next steps and monitor progress• Ability to demonstrate a commitment to equal opportunities and uses a variety of strategies and practices to promote inclusion in the classroom• Ability to teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers• Ability to deploy a wide range of effective behaviour management strategies• Ability to contributes to a culture of collaborative working to develop professional practice	<ul style="list-style-type: none">• Ability to demonstrate current knowledge and understanding of national and local education issues

Person specification



Experience	Essential criteria	Desirable criteria
	<p>Demonstrable understanding of:</p> <ul style="list-style-type: none"> The developmental, emotional, social and educational issues of children and young people Awareness of the range of needs of children within the classroom Keeping children safe in education 2024 (KCSIE) <p>Proven experience:</p> <ul style="list-style-type: none"> Management Information Systems e.g. SIMS, G4S, MyConcern 	<p>Leadership experience</p> <ul style="list-style-type: none"> Having experience of a level of leadership within a school setting, including pastoral or curriculum focus. Experience of coaching colleagues to improve performance <p>Proven experience:</p> <ul style="list-style-type: none"> Experience within teaching environment at relevant age level Recent experience in work with children and families

Personal Attributes	Essential criteria
	<ul style="list-style-type: none"> Approachability, enthusiasm and creativity Can laugh and a good sense of humour! Honesty and Integrity Discretion Patience, tolerance and sensitivity Flexibility Resilience Organisational skills Commitment to make a difference Demonstrable commitment to personal CPD

Additional Requirements	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> This role is subject to an enhanced DBS May be required to travel to other Trust locations or third party services as part of the role 	<ul style="list-style-type: none"> Hold a driving licence and have access to own vehicle



How to apply

Closing date:	Wednesday, 14th May 2025
Interview date:	We expect interviews to take place on either 21st, 22nd or 23rd May 2025
Contact email:	hr@birleysecondaryacademy.co.uk
Contact number:	0114 2392531

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary
Academies



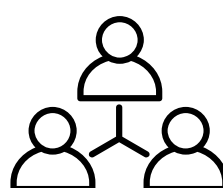
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Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



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A L.E.A.D. Academy

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