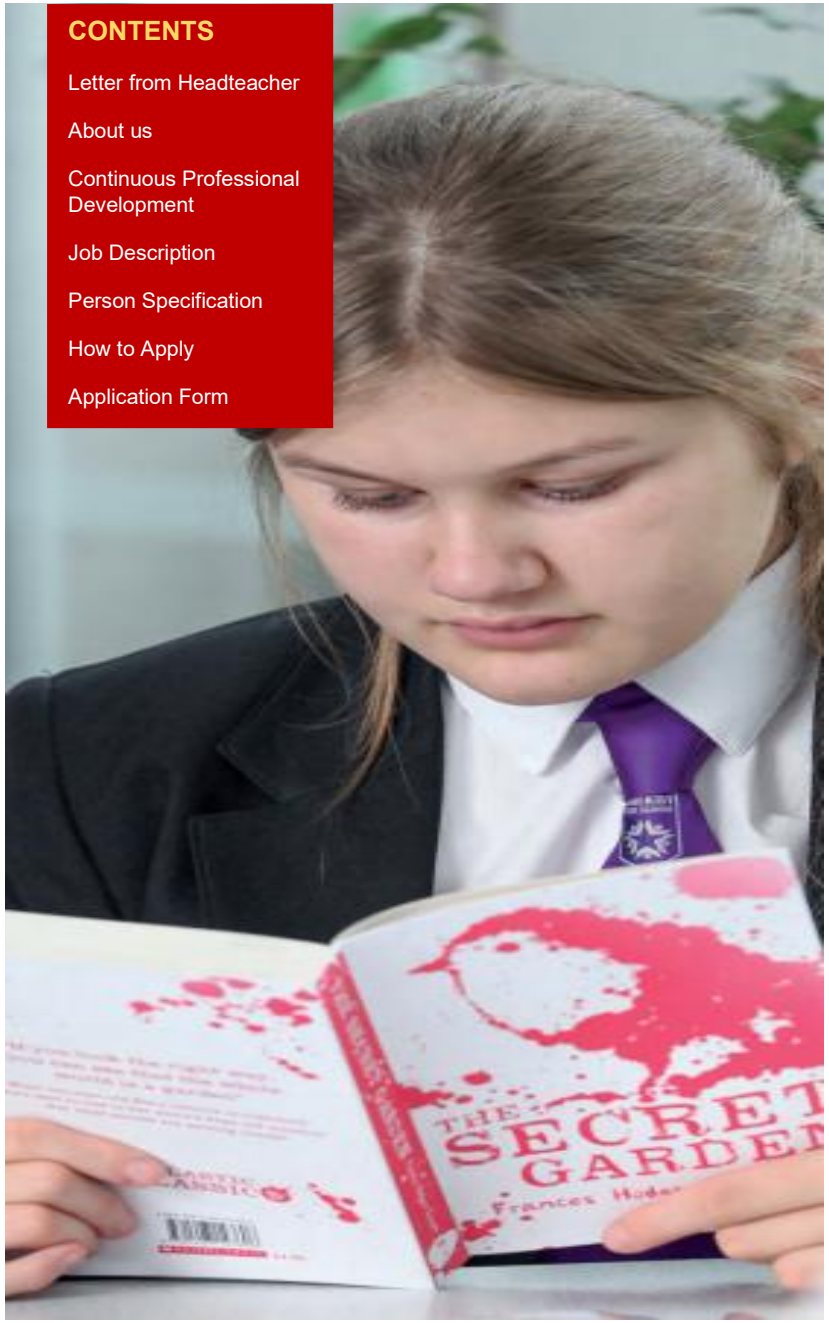
Teacher of English

Recruitment Pack

Kirkby High School

MAXIMISING OUR POTENTIAL



CONTENTS

Letter from Headteacher

About us

Continuous Professional Development

Job Description

Person Specification

How to Apply

Application Form

Welcome

Dear Applicant,

Thank you for your interest in the Teacher of English position at Kirkby High School. Required for 1st September 2026.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic.

Our vision is a community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

If you have any specific queries please contact my PA, Jo Barrett j.barrett@kirkbyhighschool.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs A Dobson
Headteacher, Kirkby High School

Kirkby High School

Kirkby High School is an Ofsted rated 'Good' 11-16 mixed comprehensive. All staff at Kirkby High School fully embrace our vision: "*A community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future*".

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students' self-belief and to show them that they can be what they want to be.

Confidence Kindness Aspiration Respect Resilience.

The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

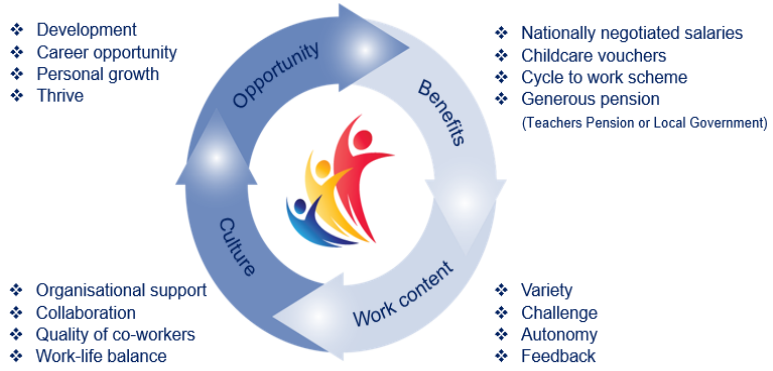
- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 11 sites
- 675+ employees
- 5 local authorities
- £37,000,000 annual budget
- 80+ governors



Continued Professional Development Framework

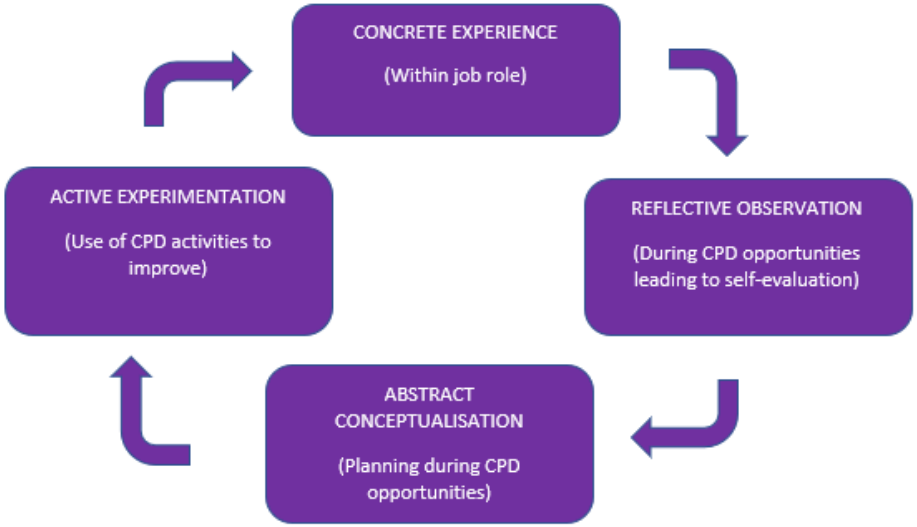
Intent

Our Vision: A community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future.

Linked to our vision is Kirkby High School's mantra 'Maximising our Potential' and the Rowan Learning Trust's aim 'Maximising Potential'. We are a learning community. Continued Professional Development is at the heart of our organisations to ensure that excellence and potential grows within all staff and students. We are committed to providing high quality, Continued Professional Development through:

- A structured programme of events and opportunities
- For teaching staff, a seamless link from ITT to Early Career Teachers induction, including access to the Iris reflection tool
- For support staff, bespoke CPD offered depending on role
- A focus on leadership development through structured line-management and external reflection opportunities
- A Performance Management structure in which career progression is a focus, leading to bespoke CPD opportunities, talent management and succession planning
- Clear CPD pathways for progression implemented by the Rowan Learning Trust (e.g. Teacher, Finance, Human Resources, Administration, ICT service, Inclusion / SEND)

Continued Professional Development at Kirkby High School is a process which links directly to Kolb's Experiential Learning Cycle (1984)



Fredrick Herzberg (1959) referred to specific motivator factors leading to high motivation and strong commitment such as recognition, challenging work, responsibility, opportunities for advancement promotion and growth. CPD opportunities within Kirkby High School (KHS) and the Rowan Learning Trust (RLT) have these aspects at their core.

Our offer

CPD Programme

- A Continued Professional Development calendar is produced at the start of each academic year; priorities are driven by school and faculty self-evaluation and development planning.
- Twilights are centred around FACE (Feedback, Autonomy, Challenge and Engagement) for teaching and relevant support staff
- Opportunities for reflection are present in all CPD sessions (e.g. golden nugget)
- Faculty CPD is planned by HoFs and quality assured by the Deputy Headteacher
- Induction for all new staff

Bespoke Opportunities

- A record is kept of all CPD undertaken, for teaching staff, support staff and governors
- Quality Assurance processes linked to CPD opportunities
- Hogan Leadership Profiling Tool utilised for leaders, both teaching and support
- Opportunities for mentoring and shadowing across school
- Exposure to SLT and governing body meetings
- Development planning leads to responsibilities for all staff
- Bespoke development of early years teachers through our Embedding Excellent Teaching programme, developing the potential and leadership skills of teachers in years three and four of their career
- Coaching culture across line-management meetings
- A culture of 'seeking opportunities' through external CPD offer (NPQ opportunities, National College subscription)

Talent Management

- Performance management (PM) – all staff have entitlement to career progression conversations
- Identification of potential during PM planning, interim and review meetings
- Use of RLT Career CPD Pathways in PM meetings
- Discussed in line-management structure after each PM window (in calendar three times per year)

Succession Planning

- Discussed termly in line-management structure following the talent management process
- Critical roles identified
- Identify capabilities for key positions
- Identify potential employees through talent management PM process
- Develop knowledge transfer plans
- Evaluate effectiveness

Job Description

TEACHER OF ENGLISH	
Reports to:	Head of Faculty/Department/KS
Location:	Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP
Salary:	Classroom Teachers' Pay Scale
Hours:	Full time as specified within STPCD

Overall purpose of post

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher/ Form Tutor
- Facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Support the aims and objectives of the school

Teaching

- Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students, which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required

Strategic / Operational Planning

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Contribute to the curriculum area and department's development plan and its implementation.
- Plan and prepare courses and lessons.
- Contribute to the whole school's planning activities.

Curriculum Provision

- Assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum Development

- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

Staffing

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process.
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- Help to implement school quality procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department/faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- Review from time to time methods of teaching and programmes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- Maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.

Communications and Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take part in liaison activities such as parents evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

Management of Resources

- Contribute to the process of the ordering and allocation of equipment and materials.
- Assist the Head of Faculty/Department/KS to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty/department and the students.

Pastoral System

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to PHSE and citizenship and enterprise according to school policy
- Apply the behaviour management systems so that effective learning can take place

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Person Specification

Essential

- A commitment to safeguarding and equality
- Qualified Teacher Status
- The ability to teach English up to KS3 and KS4
- A thorough knowledge of the National Curriculum changes for English
- An enthusiasm and passion for the teaching of English
- Excellent subject knowledge
- The ability to develop effective working relationship with students
- The ability to command the respect of staff and students alike
- The ability to work as a supportive team member
- Excellent classroom teaching & management skills
- A high degree of organisational ability
- A commitment to continued professional development
- A willingness to share best practice and learn from others
- Experience of using ICT in maths.
- A willingness to take part in extra-curricular activities

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to j.barrett@kirkbyhighschool.net

Alternatively, send a hard copy to:

Mrs A Dobson
Headteacher
Kirkby High School
Bracknell Avenue
Kirkby
L32 9PP

Closing date for applications: 12 noon, Friday 20th March 2026

The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

The Rowan Learning Trust

Registered Office: 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464

KIRKBY HIGH SCHOOL

JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

BRACKNELL AVENUE,
KIRKBY, MERSEYSIDE, L32 9PP
TELEPHONE: *0151 477 8710*
EMAIL: *admin@kirkbyhighschool.net*

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1. POST APPLIED FOR

Post Applied For:			
School:	Kirkby High School		
As advertised in:		**On date:**	

2. PERSONAL DETAILS

SURNAME:		**FORENAME:**	
TITLE: **(Optional)**		**Date of Birth:** **(Optional)**	
Address:			
POSTCODE:		**Email:**	
Telephone No:		**Mobile No:**	
Email:		**DfE No:**	

3. CURRENT POST

SCHOOL/SERVICE:			
LOCAL EDUCATION AUTHORITY:			
JOB TITLE:			
DATE OF APPOINTMENT:		**SALARY:**	
TLR/ Recruitment and Retention Allowance (please specify as applicable)			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. EMPLOYMENT HISTORY

Post	**Dates**		**Employer**	**Grade/Salary**	**Reason for Leaving**
	From	**To**			

5. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

6. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

7. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

8. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)*	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? *(If yes, please give details)*	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? *(If yes, please give details)*	Yes / No
Do you hold a current and valid driving licence? *(if yes, please state the category)*	Yes / No
The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process please let us know. Do you require any reasonable adjustments?	Yes / No

9. CRIMINAL CONVICTIONS OR CAUTIONS

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children. Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level. Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.	
Do you have any unspent criminal convictions, cautions or bind-overs? If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".	Yes / No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes / No
In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.	

10. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				**REFEREE 2**			
TELEPHONE NO:				**TELEPHONE NO:**			
EMAIL:				**EMAIL:**			
Reference Type: (Please circle)	Employer	Education	Character	**Reference Type:** (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short-listed for this post and seek references before interview.							

11. FURTHER INFORMATION FOR CANDIDATES

- You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

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12. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……Date:……