MANSHEAD
CHURCH OF ENGLAND ACADEMY

IN PARTNERSHIP WITH

DIOCESE OF

ST ALBANS

MULTI-ACADEMY TRUST



ENGLISH TEACHER RECRUITMENT

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WELCOME LETTER

Dear Candidate,

Thank you for your interest in joining Manshead CE Academy. I am delighted to introduce you to our school, our journey, and the exciting opportunities that await at the heart of our community.

Our Vision

At Manshead, we are on a transformative journey to become a first-rate centre of learning. We believe in the power of education to unlock potential, raise aspirations, and make a lasting impact, both for our students and the wider community. Our vision is rooted in our Christian values and our commitment to the highest standards for every student, from Y7 - 13. Our values define who we are and guide everything we do. We encourage our students and staff to Aspire to excellence, Serve our community with compassion and integrity, and Flourish as individuals who make a positive difference to our school, our community and in the world. These values are lived daily in our classrooms, corridors, and beyond.

Our Community

We are proud to serve a diverse community from Luton, Dunstable and surrounding villages. Our students come from a rich variety of backgrounds, cultures, and faiths, and this diversity is a strength that enriches school life. As a Church of England academy, we warmly welcome applications from people of all faiths and those with none. What unites us is a shared commitment to nurturing young people and helping them achieve their very best.

The Impact You Can Have

By joining our team, you will help to shape not only academic outcomes but also the confidence, aspirations, and futures of the students we serve. You will play a vital role in raising attainment and transforming lives in our local area. Our students are enthusiastic, diverse, and eager to learn. They bring energy and character to our classrooms and are keen to be inspired by passionate educators who believe in their potential and live by our values.

Professional Growth and Collaboration

We are committed to investing in your professional development, both within our school and across our supportive multi-academy trust (DSAMAT).

This provides you with:

- Comprehensive CPD programmes tailored to your career stage
- Trust-wide development opportunities including leadership pathways and specialist training
- Collaborative networks with colleagues across our trust schools and beyond
- Guidance and mentoring from experienced leaders
- Opportunities for career progression within the trust

We foster a culture of continual learning, where your ideas and expertise are valued and where you can thrive alongside dedicated colleagues.

Tours of the school are welcomed; please get in touch to book with our student leadership team, who will be delighted to tell you more and show you around.

Warm regards,

Olivia Burke
Headteacher
Manshead CE Academy

MANSHEAD CHURCH OF ENGLAND ACADEMY







Manshead CE Academy is a vibrant Church of England secondary school in Caddington, Bedfordshire, educating students aged 11 – 19. As part of the Diocese of St Albans Multi-Academy Trust, the academy is committed to providing high-quality education in a caring, supportive environment where every student has the opportunity to flourish.

Underpinned by a strong Christian ethos, Manshead places equal importance on academic achievement, personal development and student wellbeing. Its values of Aspire, Serve and Flourish, shape the school community and encourage students to develop the confidence, resilience and skills they need for the future.

The academy offers a broad curriculum, including GCSE, BTEC and A-level pathways, supported by dedicated staff who aim to engage, challenge and inspire learners. A strong emphasis on pastoral care and individual guidance helps students develop both academically and personally, while preparing them for the opportunities and responsibilities of adult life.

For teachers, Manshead offers the opportunity to contribute to a school community where high expectations sit alongside care, kindness and a shared commitment to helping young people achieve their potential.

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ABOUT THE DIOCESE OF ST ALBANS MULTI-ACADEMY TRUST

The Diocese of St Albans Multi-Academy Trust (DSAMAT) is a family of schools working together to provide high-quality education and help every pupil flourish. Established in 2016 by the Diocese of St Albans, the Trust brings together Church of England and community schools across Bedfordshire, Hertfordshire and Luton, united by a shared commitment to educational excellence and the communities they serve.

At the heart of the Trust is its mission to enable all to flourish, rooted in God's love. Its five core values — Hope, Nurture, Equality, Respect and Collaboration — underpin its approach to education, relationships and personal development. The Trust seeks to create inclusive learning environments where pupils are supported to achieve their potential, develop a love of learning and grow academically, socially and personally.

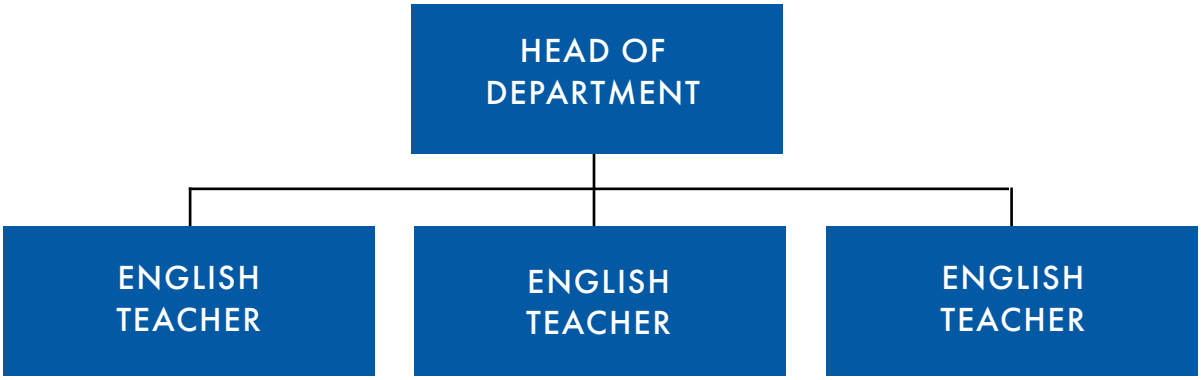
DSAMAT places a strong emphasis on collaboration, continuous improvement and a broad, enriching curriculum. While each school retains its own identity and responds to the needs of its local community, schools benefit from shared expertise, professional development opportunities and central support across areas including finance, HR, operations and safeguarding.

The Trust is also committed to helping its staff flourish, encouraging the sharing of knowledge and good practice across its schools. Through this collective approach, DSAMAT aims to strengthen teaching, support school improvement and create lasting opportunities for the children and communities it serves.



ENGLISH TEACHER JOB DESCRIPTION

Job Title:	English Teacher
Contract Type	Permanent
Salary:	MPR/UPS + potential TLR for a suitably experienced candidate
Reporting to:	Head Of Department
Responsible for:	The education, progress, welfare, and achievement of students in allocated classes; the effective management of classroom resources; and the promotion of high standards of teaching, learning, behaviour, and safeguarding.



Our Multi Academy Trust

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016 and has grown to be the largest Church of England Trust in the Diocese of St Albans. The Trust has a clear mission at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles, and we are committed to ensuring the whole community flourishes in our Trust, not just the pupils, but also the staff, our governors and the wider school family.

The Trust has a clear vision which shapes its work; Enabling all to flourish: Rooted in God's Love. And together our academies work to be places of; **Hope; Nurture; Equality; Respect; Collaboration.**

All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work."

ENGLISH TEACHER JOB DESCRIPTION

About the role:

We are seeking to appoint an inspirational teacher to teach English. You must be able to deliver high quality lessons to students across years 7 to 11. There will be the opportunity to deliver the subject up to A-level within our growing Sixth Form provision.

Teaching and Learning

- To assist in the development of appropriate specifications, resources, schemes of learning, marking policies and teaching strategies in the Curriculum Area (CA)
- To contribute to the CA's improvement plan and its implementation
- To undertake a designated programme of teaching and to plan and prepare courses and lessons
- To contribute to the whole academy's planning activities
- To participate in 'learning walks' and other learning evaluation strategies in accordance with academy policy
- Implementing academy policies relevant to teaching and learning, including behaviour, homework and assessment.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the academy and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and cross-curricular themes are reflected in the teaching/learning experience of students
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the specification.
- To maintain discipline in accordance with the academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Curriculum

- To assist in the process of curriculum development and improvement planning
- To support, change and develop the curriculum to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's aims and objectives
- To assist the CL to ensure that the curriculum area provides a range of teaching that complements the academy's strategic objectives
- To support the academy's extra-curricular offer.

Quality Assurance

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

Assessment

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the academy's MIS
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform learning and teaching
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, departmental and academy procedures
- To support the establishment of a robust target-setting process within the curriculum area
- Where appropriate, provide all relevant bodies with robust information relating to student performance and assessment.

ENGLISH TEACHER JOB DESCRIPTION

Personal Development

- To engage actively in performance management review(s)
- To participate in the academy's ITT programme where appropriate
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To work as a member of the curriculum team and contribute positively to effective working relations within the academy
- To participate in the interview process for teaching posts when required and to support the induction processes for new staff within the team.

Communication

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate, and represent the views of the academy, in a professional manner
- To follow agreed policies for communications in the academy
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner institutions
- To contribute to the development of effective subject links with external agencies.

Management of resources

- To assist the curriculum leaders to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, curriculum area and the students
- To look after academy equipment and resources allocated to the teacher and the teacher's teaching area (classroom/workshop/lab etc.).

Stakeholder engagement

- Build positive relationships with parents, carers, governors and external agencies
- Promote the academy positively within the wider community

Pastoral and Safeguarding

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of education plans, progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To 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
- To contribute to PDE and CEIAG activities according to academy policy
- To be a Form Tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the Form Tutor group as a whole
- To liaise with Heads of Year and Curriculum Leaders to ensure the implementation of the academy's Pastoral System
- To register students accurately, accompany them to assemblies and supervise them in assembly.

Operational

- To promote teamwork and to motivate staff to ensure effective working relations.

Safeguarding

- To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.
- Required to maintain appropriate professional boundaries, follow safeguarding procedures, and raise concerns where necessary in accordance with statutory guidance and academy policy, creating a culture of safeguarding.

ENGLISH TEACHER JOB DESCRIPTION

Data Protection
Comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety
The postholder is required to comply with all academy health and safety policies and procedures, taking reasonable care for their own health and safety and that of others.

Flexibility
Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.

Teacher standards
We expect all staff that work for the academy to uphold public trust and confidence both inside and outside of work.

Other specific duties
All teachers are expected to meet the Teachers Standards, and demonstrate consistent standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the academy.

Every effort has been made to explain the main duties and responsibilities. Employees will be expected to comply with reasonable requests from the principal to undertake work of a similar level that is not specified in this job description.

This job description is current as of the date shown. It may be amended by the Headteacher, following consultation with the postholder, to reflect or anticipate changes in the responsibilities of the role, provided these remain commensurate with the grade and job title.

Context
The post holder is required to support the values and ethos of the trust. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people.

DBS
This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

ENGLISH TEACHER PERSON SPECIFICATION

QUALITIES	ESSENTIAL	DESIRABLE	EVIDENCE AND ASSESSMENT
QUALIFICATION			
Qualified teacher status	■		Application form, certificates
Degree	■		Application form, certificates
Evidence of continuing professional development, including	■		Application form
KNOWLEDGE AND EXPERIENCE			
Strong subject knowledge of English Language and Literature and understanding of the secondary curriculum, including GCSE requirements.	■		Application form, interview
Experience of planning and delivering engaging, effective lessons that meet the needs of learners of differing abilities.	■		Application form, interview
Knowledge and effective use of assessment strategies to monitor progress and improve pupil outcomes.	■		Application form, interview
Understanding of effective classroom management and the ability to create a positive, inclusive learning environment.	■		Application form, interview
Experience of adapting teaching to support pupils with SEND and other additional learning needs.	■		Application form, interview
Experience of teaching in a church school or Academy		■	Application form, interview
OCCUPATIONAL SKILLS			
Act as a role model to all staff and students	■		Application form, interview
Ability to organize work, priortise tasks, make decisions and manage time effectively	■		Application form, interview, task
Excellent interpersonal and communication skills to engage a range of audiences including staff, children, parents, governors and external agencies	■		Application form, interview, task
OTHER REQUIREMENTS			
Enhance DBS clearance	■		Application form, interview
Ability to remain calm, positive and enthusiastic when working under pressure	■		Application form, interview
Ability to articulate and share the school vision, aims and values	■		Application form, interview
DATA PROTECTION			
Comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.	■		

ENGLISH TEACHER PERSON SPECIFICATION

QUALITIES	ESSENTIAL	DESIRABLE	EVIDENCE AND ASSESSMENT
EQUAL OPPORTUNITIES			
An understanding of and commitment to equality of opportunity.	■		Application form, interview
Abide by all academy and Trust equal opportunity policies	■		Application form, interview
SAFEGUARDING			
To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.	■		Application form, interview, task
Required to maintain appropriate professional boundaries, follow safeguarding procedures, and raise concerns where necessary in accordance with statutory guidance and academy policy, creating a culture of safeguarding.	■		Application form, interview, task
HEALTH AND SAFETY			
The postholder is required to comply with all academy health and safety policies and procedures, taking reasonable care for their own health and safety and that of others	■		Application form, interview
FLEXIBILITY			
Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.	■		Application form, interview
CODE OF CONDUCT/TEACHER STANDARDS			
We expect all staff that work for the academy to uphold public trust and confidence both inside andoutside of work.	■		Application form, interview, references

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The Job-holder will ensure that the school's policies are reflected in all aspects of their work, in particular those relating to: (i) Equal Opportunities, (ii) Health and Safety, (iii) Data Protection Act (2018). 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; and, attitudes to use of authority and maintaining discipline.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

With the exception of the Redundancy Payments Modification Order which applies, for the purposes of occupational entitlements, for example to sick pay or maternity pay, the Trust does not recognise continuous or aggregated service with other academy trusts or with local authorities. CV's will not be accepted for any posts based in schools.

HOW TO APPLY

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on nmassie@academicis.co.uk or by phone on 07818 875514 / 01223 907979.

CLOSING DATE

Monday 16th November 2026

START DATE

January / Easter 2027