

# Candidate Information Pack

Teacher of English  
KS4 and KS5



Dear Candidate

Thank you for expressing an interest in the role of Teacher of English.

UTC Heathrow is a University Technical College (UTC) specialising in Engineering Science & maths, which opened in September 2014 in a 'state-of-the-art' building. The specialist curriculum appeals to secondary school-aged students keen on developing their talent in these areas. A UTC is different from the average school because it is designed with the backing of the local business community and has industry partners involved. UTC Heathrow connects students with industry partners Heathrow, Cisco, Peter Brett Associates, Fujitsu and TfL, offering great access to employment and sponsorship opportunities.

We have created an inspirational learning environment where learning is central, UTC Heathrow offers a unique learning opportunity for young people interested in engineering & STEM, by developing the technical, personal and employability skills needed to progress to university and the world of work.

Our aspiration is for UTC Heathrow to become the leading UK Centre specialising in the broad spectrum of engineering. It will lead the way in establishing engineering as a mainstream school subject with a variety of progression routes into employment and higher-level study.

We have high aspirations and want every student to leave us ready to take their place in the global engineering sectors. A relentless focus on excellence and a leading-edge approach will make that happen.

We recruit a balanced intake of students across the ability range in each year of entry. We currently have 245 students on roll across Years 10-13 and when at capacity will have a total of 500 students; it is anticipated we will reach capacity in 2023.

The information in this pack has been designed to give as much detail as possible to allow you to decide if UTC Heathrow is the right career move for you. Please do feel free to contact the Principal, Wayne Edwards on [wayne.edwards@heathrow-utc.org](mailto:wayne.edwards@heathrow-utc.org), telephone 01923 602130 if you would like to make an appointment to discuss the role in further detail.

Yours faithfully



Wayne Edwards  
**Executive Principal**

## Teacher of English KS4 and KS5

<b>Dates:</b>	September 2023
<b>Salary:</b>	Outer London M1 – UPS3 (£32407 - £48,055)
<b>Location:</b>	UTC Heathrow, Potter Street. Northwood. Middlesex. HA6 1QG
<b>Contract type:</b>	Part Time (0.6 FTE 3 days a week)
<b>Contract term:</b>	Permanent

We are looking to appoint an enthusiastic, ambitious and capable English teacher to join a strong and dynamic department in a 'Good' school (OFSTED 2023).

- The role will provide you with:
- Focused teaching – only teaching KS4 and KS5 classes
- Small class sizes
- Passionate students
- Opportunities for career development at the UTC grows and across Activate Learning Education Trust
- An opportunity to be at the forefront of STEM education.

The UTC opened in September 2014 in a new building which replicates a business environment with state-of-the-art facilities. This is a role that will allow you to truly be part of something exciting; not only a new school but a new approach to educating 14-19 year olds: possibly the most exciting change in the education landscape in decades. You will help to shape the UTC English curriculum, policies and procedures and will work directly with our industry partners to put the UTC at the forefront of educational change.

All students at UTC Heathrow specialise in either Engineering or Digital areas; at 14 they study a broad and balanced curriculum including English Language and Literature and at Post 16 the curriculum becomes more specialised with qualifications in Physics, Mathematics, and Computer Science being studied alongside their specialist BTEC Level 3 course in Engineering or IT. UTC Heathrow will, in the words of Michael Gove, 'inspire and train the next generation of engineers, technicians, craftsmen and industrial innovators'.

If you believe that this is an environment where you can thrive, develop and substantially contribute to an exciting future for UTC Heathrow then you are encouraged to explore further by downloading our information below and contacting the Head of School, Jas Kallah, for a more detailed discussion, on 01923 602130.



**Completed application forms and an accompanying supporting letter should be emailed no later than midday on Thursday 22<sup>nd</sup> June to: [hr@Heathrow-utc.org](mailto:hr@Heathrow-utc.org).**

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*We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'*

*The UTC will endeavor to 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 employees who develop a disabling condition.*

UTC Heathrow,  
Potter Street  
Northwood  
Middlesex  
HA6 1QG

**Job Description:** Teacher of English and SENCo

**Job Title:** Teacher of English

**Reporting to:** Assistant Principal

### **Job Description - Main purpose**

The Teacher of English, under the direction of the headteacher, will:

- Deliver high-quality English teaching, contributing to a coherently planned and sequenced curriculum in English with improved standards of learning and achievement for all.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **A. Teaching**

- Teach students according to their educational needs, including the appropriate setting and marking of work to be carried out by the student in the school and elsewhere.
- Experience in science subjects including biology and chemistry but can also deliver all Key Stage 4 science.
- 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 and Numeracy are reflected in the teaching/learning experience of students.
- Ensure a high-quality learning experience for students, which meets internal and external quality standards.
- Prepare and regularly 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 independent learning.
- Undertake assessment of students as requested by external examination bodies, departmental and School procedures.
- Mark and grade student work and give written/verbal and diagnostic feedback as required.

#### **B. Pastoral System**

- Be a Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and the Tutor Group as a whole.
- Liaise with a Pastoral Lead 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 the spiritual, moral, social and cultural wellbeing of students according to the School policy.

### **Other responsibilities**

- Be an outstanding practitioner and to undertake a teaching commitment depending on the needs of the School.
- Attend School meetings and committees as required.
- Provide assessment information and reports for parents/carers in line with School policy.
- Contribute to the School's Enrichment programme, including a willingness to participate in occasional overnight visits.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Principal.

*Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*

*We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'*

*The UTC is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*

*The UTC will endeavor to 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 employees who develop a disabling condition.*

*This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title*

## **Our vision**

Is 'transforming lives through learning'. Through close collaboration with our academic and industry partners, leading organisations in the engineering and digital sectors, the UTC offers a unique learning opportunity for young people with a strong interest in engineering and digital industries.

Having made a positive choice to join the UTC, students will be well motivated to work hard and benefit from the UTC's innovative and inspirational learning experience. UTC Heathrow's 'graduates' will gain the reputation for demonstrating the skills, attitudes, knowledge and experience sought by the world's leading employers. Through the ongoing links with industry partners, they will be personally known to local organisations such as Morgan Sindall, Peter Brett Associates - Stantec, Heathrow, Fujitsu and TfL, giving them greatly increased opportunities of sponsorship or employment.

## **Activate Learning Education Trust**

UTC Heathrow is part of the Activate Learning Education Trust (ALET), which is a Multi Academy Trust (MAT) established by Activate Learning.

ALET's mission is "to transform lives through learning", bringing to life core values of empowerment, enterprise, connectedness and transformation. ALET work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by the learning philosophy, rooted in the dynamics between the brain, motivation and our emotions. Together they shape the learning experience of thousands of students across our group, fostering a culture of high aspirations.

ALET has developed a model for a high-quality learner experience, which:

- Supports student progress, attainment and preparation for progression
- Focuses on secondary education, aligned to regional business needs
- Operates a delegated model of school governance and leadership, striking the right balance between autonomy and sharing.

Activate Learning lead further education colleges and five schools in the region, offering a broad spectrum of vocational courses including Key Stage 4 vocational options, Post 16 vocational and academic courses as well as higher education courses. Developing skills for employability and enterprise is at the heart of the colleges' mission.

## **Industry and academic partners**

### **Our academic partners are:**

- Brunel University

The key industry partners are:

- Heathrow
- Morgan Sindall
- Adkins Global
- Fujitsu
- Stantec

Industry partners are involved in several ways:

- consultancy, advice and guidance on curriculum development
- product and services donations
- employer accreditations
- employer-led projects and challenges
- coaching and mentoring
- work experience.
- Participation in the governance of the UTC.

Industry partners enable students to study specialisms and gain globally accepted industry standard accreditations.

### **Location and facilities**

The UTC provides advanced, best of breed facilities for engineering and digital, giving our students an environment that will feel more like a global company than a school, further preparing them for employment.

### **Curriculum**

The focused curriculum prepares students for a career in engineering sectors while keeping other career routes open. It develops well-rounded and well-educated leaders, professionals and entrepreneurs for the future.

Students are encouraged to take GCSEs and A levels alongside technical qualifications and gain industry standard employer certifications and professional society memberships. They will be able to make the most of their talents and move on successfully to higher education, further education, apprenticeships and employment.

### **Environment**

Students at the UTC learn in an environment more like a workplace than a traditional school. The working day is longer than students usually experience, with on-site learning starting at 8.30am and ending at 3:30pm each day. Equipment and facilities in the UTC will be industry standard as specified by our industry partners.

### **Learning experience**

The learning experience blends different forms of learning. It develops a very broad reach of knowledge and strong practical and social skills. Students are coached by tutors and mentored by industry and academic partner's sessions.

### **The Key Stage 4 programme**

All students study GCSE's in English Language, English Literature, Mathematics, Science (Biology, Chemistry and Physics), EAL Engineering and IT. They also have a choice of studying GCSE Design Technology or Computer Science.

### **The Key Stage 5 programme**

Students are able to join the UTC at 16 or progress to this stage from Key Stage 4. A Level subjects will include in Mathematics, Physics and Computer Science. In addition, students can study technical qualifications in Computing/IT or Engineering through the BTEC qualifications in engineering and IT. There is also an opportunity to take globally recognised employer accreditations from Microsoft and Autodesk through professional qualifications.



Specialisms started at Key Stage 4 can be developed into employer accreditations (e.g. Microsoft and Cisco) and, when combined with work experience, enable students to apply for membership of professional associations. The embedded learning and enrichment activities at this stage are specifically targeted towards developing the skills and attitudes that make students employable.

Students in the 6<sup>th</sup> form can study in one of the following Routes

- Route 1**            3 A level subjects
- Route 2**            2 A Level Subjects + BTEC Extended Certificate in IT or Engineering
- Route 3**            1 A Level Subject + BTEC Diploma in IT or Engineering
- Route 4**            BTEC Extended Diploma in Engineering or IT

## **Terms and Conditions of Employment**

### **Proposed start date**

Please see advertisement

### **Salary**

Please see advertisement

### **Pension**

Teachers Pension Scheme

### **Holidays**

You will be entitled to receive your normal remuneration for all Bank and Public Holidays normally observed in England and Wales and national school holidays in each year (being the period from 1st September to 31st August).

### **Working hours**

The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role. Our core working hours are 8:15 – 16:30 Monday to Friday.

### **Place of work**

The principle place of work will be Potter Street, Northwood, Middlesex, HA6 1QG. As part of your duties, you may be required to travel within the United Kingdom or further afield. Such travel may include attendance at conferences or seminars or meetings.

### **Travel to work**

As part of your Contract of Employment you should live within reasonable travelling time/distance of the UTC to fulfil the requirements of the role.

### **Health check**

Confirmation of appointment to the post will be contingent on a satisfactory health check.

### **References**

Confirmation of appointment is also subject to satisfactory references.

### **Background**

In accordance with the criteria defined in and the provisions of the joint Home Office/ Department of Education and Science circular Protection of Children; 'Disclosure of Criminal background of those with access to children' dated 17th July 1986; the appointment is subject to a check by Criminal Records Bureau in respect of any possible criminal convictions.

The Employee warrants as follows:

- 1) The post holder will disclose to the Employer any previous criminal convictions that he/she may have and which are not spent within the meaning of section 1 of the Rehabilitation of Offender's Act 1974 (Exceptions) Order 1975 9for example, where the Employee is involved in the teaching, supervising or training of persons under the age of 18.
- 2) That the post holder will disclose to the Board of Governors immediately upon conviction, the fact that he/she had been convicted of any offence during the period of his/her employment.

AND in the event that the Employee fails to disclose any convictions in accordance with paragraphs 1 and 2 above, such failure to disclose may be deemed by the Board of Governors to be gross misconduct.

## **The Application Process**

Please see the advertisement