



Top Valley Academy  
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## MODERN FOREIGN LANGUAGES TEACHER VACANCY



Closing Date for receipt of applications is  
**Noon on Thursday 30 April 2015**

Anticipated Interviews will be held during  
the first week of May – candidates will be  
telephoned in the first instance



## WELCOME

‘Firm, fair and friendly’

At Top Valley Academy every child is known, valued and encouraged to give their best. We aim to give all our pupils everything they need to reach their potential and achieve at the highest possible level.

In 2012, our GCSE results were the fourth best in the city of Nottingham with 57% of pupils achieving the key government measure of 5 A + A\*-C passes including English and Maths; in addition, 87% of our pupils achieved 5 + A\*-C passes overall. 100% of students achieved a GCSE qualification in English and Maths.

We place great importance on the academic achievements of our pupils, but our Academy is much more than that. Our most recent Ofsted report concluded that “care and inclusion are at the heart of this rapidly improving school”.

We support the progress of all pupils whatever their ability through SEN support, targeted intervention and gifted and talented programmes.

We have worked tirelessly to recruit quality staff to Top Valley Academy.

We only recruit good or outstanding teachers to the Academy because it is only through high quality teaching that we will achieve the best possible outcomes for our pupils.

Our teachers work alongside high quality support staff, recognised by Ofsted through the awarding of ‘Outstanding’ judgements in all the categories for care, guidance and support and the safety of our pupils.

With the support of our sponsor, Central College Nottingham, we are bringing new opportunities and aspirations to the pupils and families in the school and the wider community by providing high quality academic and vocational curriculum pathways, allowing all pupils to achieve at the highest possible level and to progress to qualifications that are challenging and right for them.

We have a highly developed and effective transition programme with our key partner feeder schools and also work very closely with many of the 20 + schools that send children to the Academy. There is nothing more important than ensuring that transition from primary to secondary is a happy and successful experience.

The profile of our Academy, launched in September 2012, is already extremely positive and the trajectory for the future at Top Valley is very ambitious and exciting. For example, as part of the Government’s new £2bn Priority School Building Programme, we are planning to have a new school built for September 2017.

Our aim is quite simply to be an ‘Outstanding’ school at the heart of our community.

We are happy to answer all of your questions and look forward to meeting you soon.

Peter Brown  
Principal  
Top Valley Academy

**Post Title: Classroom Teacher and Tutor  
(MPG 1- 6)**

In your key roles as a Classroom Teacher and Tutor you will work to the standards and professional characteristics as defined in the Professional Standards for Teachers (TDA) at your current career stage.

These standards describe the professional attributes, the professional knowledge and understanding and professional skills expected of a teacher at a particular career stage.

The framework of standards is progressive, reflecting the progression expected of teachers in these areas as they demonstrate increasing effectiveness in their roles.

*A sound working understanding of the Professional Standards for Teachers is a professional expectation of all teachers at Top Valley Academy.*

**Key Purpose of Role**

**For all classroom teachers the Teacher Standards will define the professional expectations placed upon you to fulfil your role effectively in the following key areas:**

**Professional Attributes**

- Relationships with children and young people
- Communicating and working with others
- Personal professional development

**Professional Knowledge and Understanding**

- Teaching and learning
- Assessment and monitoring
- Subject and curriculum
- Literacy, numeracy and ICT
- Achievement and diversity
- Health and well-being

**Professional Skills**

- Planning
- Teaching
- Assessing , monitoring and giving feedback
- Reviewing teaching and learning
- Learning environment
- Team working and collaboration

**Specific Professional Duties and Responsibilities**

- To plan and teach lessons to agreed Schemes of Work in a safe, orderly and purposeful learning environment
- To work as a member of subject/department, Faculty and Pastoral Teams to which you are assigned
- As a form tutor to support in the welfare, guidance and academic progress of the students in your tutor group
- To implement and follow shared school policies and practice
- To attend all meetings and training activities determined as Directed Time (1265 hrs) as scheduled within the school calendar appropriate to your level of responsibility.
- To maintain effective records in all the areas required – including attendance, assessment and pupil progress and to work within the agreed progress data sharing process protocols
  
- To report on pupils' achievement and progress within the processes and timescales established
- To meet all statutory expectations and professional duties contained in the School Teachers' Pay and Conditions Document which sets out the roles and responsibilities of teachers.

Responsible to/Line Managed by : **Head of Subject**



## Your Application

I very much hope that you will apply for the post of Teacher of Modern Foreign Languages at Top Valley Academy. You would wish to know that Spanish is currently taught to GCSE with French being introduced to teach to Keystage 3.

The current job description included in this pack reflects statutory expectations and professional duties contained in the School Teachers' Pay and Conditions Document and the Professional Standards for Teachers in England.



Please complete the enclosed/attached Application Form and enclose your current Curriculum Vitae

Please also write a letter of no more than one side of A4 on the following point:

Your experience to date and how this equips you to fulfil the expectations of the post. Please use this section to give an indication of your core values as a teacher



**Please note that to help us reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants. If you have heard nothing within 2 weeks of the closing date, please assume that your application has been unsuccessful.**

HOW TO FIND US  
[using the M1 from  
the South]

If travelling from the North take Junction 27 and follow signs to Nottingham [5 miles approx]. This brings you to \* turn left

- Take Junction 26, then A610 to Nottingham
- In left hand lane, take second exit off the roundabout, the A611 to Hucknall [Low Wood Road]
- Stay straight until Ken Martin Swimming Baths is on the left and Morrisons Supermarket is straight in front
- Need to now be in the left-hand lane
- Turn left at these traffic lights [to go past Morrisons on right hand side and McDonalds]

*\* Stay straight until the mini roundabout and turn right onto Moorbridge*

- Go through two sets of traffic lights, move into the left-hand lane
- At the third set of traffic lights turn left onto TOP VALLEY WAY,
- Tesco's will be on the right

At the roundabout turn left, this is TOP VALLEY DRIVE; the Academy is on the left clearly identified by signage

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# JOB APPLICATION FORM



## Vacancy Details

Job Title	<b>TEACHER OF MFL</b>	Date received	
Closing Date	<b>NOON ON THURSDAY 30 APRIL 2015</b>	Grade	MPS [TLR negotiable]
		OFFICE USE ONLY	

## Personal Details

Surname		Forenames	Mr / Mrs / Miss / Ms
Address		Telephone (home)	
		Telephone (work)	
Postcode		Mobile	
Email		Teacher Ref No	
Nat Ins No		Are you resident in the Nottingham Area Yes / No	

Are you currently in any form of regular paid employment/work? Yes <input type="checkbox"/> No <input type="checkbox"/>
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## Present/most recent employment

Name and address of present employer	
Job Title	
Date commenced/left if applicable	
Salary/wage £	
Reason for leaving (if applicable)	
Other financial benefit	
Period of notice	

Brief description of duties:

**Previous employment** (most recent first and including any temporary, unpaid or voluntary work experience).

**The reason for leaving must be stated in every case.**

From Month/ Year	To Month/ Year	Employer	Job title	Reason for leaving

**Education – Proof of qualifications may be required at interview.**

Date From	To	Secondary Schools, Colleges, Universities attended – including part time	Qualifications gained or pending – please state subject and level	Grade

**Details of Teacher Training**

Primary/Secondary/Special/Further [please delete]

Age range trained for:

Main Teaching Subject:

Subsidiary subject[s] :

**Membership of professional bodies - Proof of membership may be required.**

Body	Grade of membership	Date

**Attendance at training courses relevant to this job.**

Organising body	Course title	Duration	Date
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### Information in support of your application

Please attach additional sheets to explain how you meet each the requirements of this post. You should draw on your knowledge, skills and experience etc gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities etc. Please note that C.V.'s can only be considered alongside a fully completed application form and additional sheets.

### Referees

Please give the names of two referees. **One of your referees must be your present/last employer.**

If you have not been previously employed then Head Teacher/Lecturers, Employment Advisors etc are acceptable.

Please note that is our policy for this particular post to take up references prior to interview, and that we reserve the right to approach any of your previous employers for a reference. **Friends and relatives are not acceptable as referees.**

Name	Name
Position:	Position:
Organisation name: Address:	Organisation Name: Address:
Postcode:	Postcode:
Telephone no:	Telephone no:
Fax no:	Fax No:
Email:	Email:
<i>Must be completed – please ensure accuracy</i>	<i>Must be completed – please ensure accuracy</i>

### Protection of Children: Disclosure of Criminal Background

Top Valley Academy is committed to the protection of all those who use its services and of its employees. Where it is necessary to protect children and vulnerable adults Top Valley Academy will apply to the Disclosure and Barring Service for a disclosure, which will give details of a person's criminal record and information held by the Department of Health and the Department for Education and Skills. Top Valley Academy will use the DBS Certificate to assess an applicant's suitability for employment in certain occupations and will comply with the DBS Code of Practice whilst undertaking to treat all applicants fairly.

Do you currently have a Disclosure Certificate from the Disclosure and Barring Service Yes / No

If yes, - have you registered with the DBS to have this clearance portable? Yes / No

Date of clearance and Certificate Number .....

Registered body with whom clearance was issued .....

### General details

Where did you find out about this vacancy?	
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Are you related to a City Councillor, Senior Officer of Nottingham City Council or member of South Notts College Academy Trust, Top Valley Academy, Central College? If so please state name, position and relationship.	
Please give details of any dates during the next four weeks when you would not be available for interview.	
Please tell us about any requirements that you would like us to consider ensuring we offer you a fair selection process. e.g. wheelchair access, sign language interpreter, additional reading time etc.	



