



**ALEC REED
ACADEMY**
PROUD TO LEARN



**APPLICATION PACK FOR THE ROLE OF
ENGLISH TEACHER (MATERNITY COVER)**

CLOSING DATE

5th July 2026

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APPLICATION PACK ENGLISH TEACHER (MATERNITY COVER)



**ALEC REED
ACADEMY**
PROUD TO LEARN



WELCOME

TO THE ALEC REED
ACADEMY

WELCOME MESSAGE
FROM OUR
PRINCIPAL & CEO,
PHIL COSBY



Our Learning

We're delighted you're considering joining our vibrant and diverse community in Northolt. As an all-through school from Nursery to Sixth Form, our Primary Phase plays a vital role in nurturing curiosity and building strong foundations for lifelong learning, while enabling collaboration across all key stages.

Our mission is to unlock potential and inspire excellence in our students, staff, and wider community. We aim to create an environment where everyone feels valued, supported, and empowered to succeed.

We invest in our people through strong professional development, clear career pathways, and a culture that promotes innovation, wellbeing, and achievement.

This pack offers an overview of our values, vision, and working environment, and we hope it gives you a sense of what makes our Academy special. We look forward to the possibility of welcoming you.

Warm regards,

Phil Cosby
Principal & CEO

KEY VALUES

“PROUD TO LEARN”

Our motto sits at the heart of everything we do. We value social and moral responsibility as highly as academic success, promoting respect for all as unique and valued individuals.

Our three core principles: Respect, Honesty and Kindness, guide daily expectations, encouraging students to demonstrate these values both in school and beyond.

As an all-through academy for ages 3–19, we provide a seamless learning journey that builds confidence, resilience and ambition. In our Primary Phase, these values foster a safe, supportive environment where children can thrive.

Our aim is to inspire a love of learning, raise aspirations, and develop responsible, compassionate individuals who contribute positively to society.



RESPECT

HONESTY

KINDNESS

At ARA, we believe every child deserves a first-class education. We are proud to be an inclusive academy where all students feel welcomed, valued, and supported to thrive and exceed expectations.

We challenge the idea that ability is fixed; with the right support, every child can achieve more than they thought possible. Our focus is on building the confidence, skills, and cultural capital needed for a fulfilling life.

Everything we do is driven by a shared commitment to improving outcomes for our students. Through an education that fosters independence, resilience, and ambition, we ensure our learners leave us equipped to shape their own futures.

PRIMARY PHASE – A FOUNDATION FOR LIFELONG SUCCESS

At Alec Reed Academy, our Primary Phase is central to our all-through provision, providing a nurturing and ambitious environment for pupils aged 3–19. We recognise that early education lays the foundation for future success.

Our Vision for Primary Education

We develop confident, compassionate learners ready for secondary education and beyond. Through high expectations, strong teaching, and close partnership with families, we ensure every child leaves with the skills, knowledge, and character to succeed.

What makes our primary phase exceptional?

- **Inclusive and Aspirational:** Every child is valued and supported to reach their full potential, regardless of background or starting point
- **Rich, Creative Curriculum:** A broad, balanced curriculum that inspires curiosity and creativity, enriched by outdoor learning through our Academy Fields project
- **Strong Foundations:** A focus on literacy and numeracy that builds mastery, confidence, and independence
- **Specialist Facilities:** Access to purpose-built primary spaces alongside state-of-the-art sports and performing arts facilities
- **Exceptional Pastoral Care:** A strong focus on wellbeing and personal development in a safe, nurturing environment
- **Seamless Transition:** Continuity from Nursery to Sixth Form, supported by shared expertise across phases



SECONDARY PHASE – SHAPING CONFIDENT, SUCCESSFUL PEOPLE

- Our Secondary Phase is a vibrant and ambitious community where students are challenged and supported to achieve their best. We offer a broad, engaging curriculum delivered by dedicated subject specialists, alongside high-quality facilities including sports, STEM, and performance spaces that enrich learning beyond the classroom.
- High expectations underpin everything we do. Students are encouraged to take pride in their work, act with integrity, and contribute positively to Academy life. Strong pastoral care ensures every student is known and supported, creating an environment where they can thrive both academically and personally. As a result, our Secondary Phase continues to strengthen year on year, with a clear focus on achieving excellent outcomes for all.
- Through academic challenge, enrichment opportunities, leadership development, and a strong focus on personal growth, we equip students with the confidence and resilience to succeed in the next stage of their journey.



SCAN
ME!



Our Latest Unique Projects

Academy Fields & Outdoor Education



At Alec Reed Academy, learning doesn't stop at the classroom door. Our Academy Fields project transforms education through nature, creativity, and sustainability.

Thanks to a £1 million investment from our sponsor, the late Sir Alec Reed; and an RHS Chelsea Flower Show Garden, we've created an inspiring outdoor environment that enriches every child's experience.

What makes Academy Fields unique?

- **Outdoor Learning Hub:** We are working towards a dedicated space for science, environmental studies, and hands-on projects that spark curiosity and critical thinking
- **Sustainability in Action:** A place where pupils will be able to grow food, care for orchards, and learn about biodiversity—developing life skills and environmental responsibility
- **Creative Exploration:** Art, storytelling, and performance activities will take place in natural settings, encouraging imagination and confidence
- **Wellbeing & Resilience:** Outdoor learning promotes physical health, mental wellbeing, and teamwork, helping pupils thrive socially and emotionally
- **Community Engagement:** Families and local partners will be invited to share in the benefits of this green space, strengthening our ties with the wider community.

Our Vision

Academy Fields is more than a garden—it's a living classroom where children connect with nature, develop practical skills, and discover the joy of learning in the great outdoors.



Reed Employability Hub

Expert Advice

- Career guidance tailored to your goals
- Job profiles and pathways that match your interests
- Support to help you plan your next steps

Job Search Support

- Smart strategies to help you find the right role
- Apprenticeships, volunteering, and more ways to gain experience

Your Employability Hub Offers:

Training and Development

- CV tips, soft skills, and what skills that employers really want
- Access to training to boost your

What Makes the Hub Unique

Key Features:

Comprehensive Careers Programme
Aligned with Gatsby Benchmarks and national guidance

Real-World Connections
Workplace visits, university partnerships, and employer engagement

Personalised Support
Tailored mentoring and guidance for all students, especially those from disadvantaged backgrounds

Cultural & Global Enrichment
Visits to museums, theatres, and international experiences to broaden horizons

Super-Curricular Opportunities
Masterclasses, seminars, and guest lectures to inspire academic excellence

Apprenticeship Guidance
Structured support for Year 13 students applying for apprenticeships.

Our Employability Hub:

Preparing Students for Life Beyond School

At Alec Reed Academy, we believe education should go beyond academic achievement - it should empower every student to thrive in life after school. Our new Employability Hub is a cornerstone of this vision. Designed as part of the Impactful Futures initiative sponsored by Reed, the Hub provides a comprehensive careers and employability programme that equips students with the confidence, skills, and aspirations to succeed in higher education, training, or employment. This is not just about guidance; it's about transformation - breaking down barriers and ensuring that every student, regardless of background, can realise their full potential.

Impact and Ambition

Our ambition is clear: to create a generation of confident, resilient, and ambitious young people who are prepared for life in a global society. For the Principal, this initiative offers an exciting opportunity to lead a school that is shaping futures - not just for our students, but for the wider community.

Exceptional Facilities – A Building Designed for Excellence



Architectural Brilliance:

Our award-winning building, designed by Foster + Partners, combines cutting-edge design with functionality. Bright, open spaces and collaborative zones create an inspiring environment for teaching and learning.

Performing Arts & Media Hub:

A professional 300-seat theatre for productions and assemblies, an industry-standard recording studio, and a digital media suite for creative innovation.

Creative Studios:

Three dedicated art studios and four DT studios, a gallery exhibition space to showcase student and staff creativity.

Specialist Learning Areas:

Fully equipped science laboratories, enterprise zones for project-based learning, and modern classrooms with integrated technology.

Sports & Wellbeing:

A Community Sports Centre, four-court sports hall with climbing wall, outdoor tennis courts, and expansive Academy Fields for outdoor learning. Staff enjoy free access to a fully equipped fitness suite and multi-gym before and after school.

Technology Everywhere:

High-speed wireless connectivity and advanced ICT systems support flexible working and innovative teaching methods.

Primary & Early Years Spaces:

Our Primary Phase benefits from purpose-built halls, vibrant outdoor learning areas and dedicated creative spaces designed to inspire younger learners.



PROFESSIONAL OPPORTUNITIES



Join a Team that invests in its staff – every step of the way

At our Academy, every new staff member receives a comprehensive induction and tailored training to ensure a smooth start. We are committed to continuous professional development, offering structured opportunities for growth and career progression. From high-quality training programmes to mentoring and development initiatives, we create a culture that empowers staff to achieve their full potential. Primary leaders enjoy tailored CPD, including early literacy strategies, phonics mastery, and curriculum innovation for KS1 and KS2.

Investing in Your Expertise

We prioritise professional growth through six dedicated Professional Development Days each academic year, featuring dynamic programmes that address key priorities and build expertise across all roles. These days are complemented by a calendar of twilight sessions, offering flexible opportunities for staff to deepen their knowledge and collaborate beyond the school day. Both formats encourage teamwork, allowing subject and phase-specific groups to focus on areas that matter most to them and the Academy. This structured approach ensures every member of staff has access to meaningful, targeted development that drives excellence and innovation.



Professional Development

The most effective professional development takes place on a daily basis through the high level of support staff receive from their line managers and other Academy staff. Each subject area and Phase is led by a Year Lead, Curriculum or Subject Leader who reports directly to a member of the Academy Leadership Team. In this way, new staff are able to work with members of management at all levels through challenge partners and purposeful team meetings.



Early Careers Programme

Our Academy offers a first-class Early Careers Teaching (ECT) programme to give new teachers the best possible start. Weekly training sessions provide opportunities to share experiences, collaborate with peers, and learn from experienced colleagues. Led by specialists across the Academy, these sessions focus on practical strategies and subject expertise, supported by personalised mentoring and regular feedback. This programme builds strong foundations for teaching excellence while fostering a supportive, collaborative community from day one.



**YOUR WELLBEING,
OUR PRIORITY**



**Discretionary
Leave**

STAFF BENEFITS

- Competitive Inner London pay scales
- Access to the Teachers Pension Scheme
- A well-defined directed-time commitment of 1,265 hours each year
- Extensive free on-site parking with enough space to accommodate all staff
- Complimentary use of our newly refurbished, state of the art Fitness Suite
- A comprehensive and ongoing CPD programme to support your professional growth
- Reimbursement of annual professional memberships and fees
- Subsidised meals served in our high-quality in-house restaurant
- Family-friendly policies, including enhanced paid dependants' leave, religious observance days, wedding and funeral leave, moving day leave, and paid time for NHS medical appointments
- Access to our Employee Assistance Programme and Occupational Health services
- Access to the Cycle to Work Scheme
- Free eye tests for staff
- Access to a range of discount schemes including Blue Light Card, Discounts for Teachers, and Costco membership
- A proven culture of supporting flexible working requests, with high acceptance levels Academy-wide.



Fitness Suite



Rewards



**Family-Friendly
Policies**

FACTSHEET

Founded in 2003 by the late Sir Alec Reed, Alec Reed Academy (ARA) is a thriving all-through Academy for pupils aged 3–19, serving the Northolt community in the London Borough of Ealing. The Academy opened in 2005 with modern, spacious facilities designed by Foster + Partners and has since expanded significantly. Today, ARA offers education from Nursery through Post-16, alongside an Adult Learning Centre and Community Sports Centre. We also share our site with John Chilton School, which provides specialist education for children with physical and medical needs.

Current Profile

- School Roll: Over 1,600 pupils across Nursery, Primary, Secondary, and Post-16 phases.

Our Provisions:

- Nursery (104 places, 30-hour provision)
- Primary (3FE)
- Secondary (6FE)
- Post-16 provision
- Community Links: Adult Learning Centre, Community Sports Centre, and partnerships with local businesses and organisations.

Community Sports Facilities

- State-of-the-art amenities include a 3G floodlit AstroTurf pitch, climbing wall, gymnasium, dance studio, MUGA, and a 187-seat theatre, serving both students and the wider community.

Academic Performance

- Ofsted: 'Good' in the last two inspections (2018 and 2023).
- Strong progress measures across all key stages, with Post-16 students achieving high value-added scores and excellent outcomes in A Levels and vocational qualifications.
- Continued focus on raising standards and expanding Post-16 provision.

Student Profile

- High levels of diversity:
 - 60% of students speak English as an additional language.
 - Above-average proportion of students with SEND support and Education Health Care Plans.
- Pupil Premium: Currently 48% of students
- Inclusive ethos with strong pastoral systems and robust behaviour management.

Location

- Alec Reed Academy is located in Northolt, West London, close to the A40 and M25.
- Transport Links: 20-minute walk or short bus ride from Northolt Tube (Central Line); Greenford Tube connects to National Rail.
- Community: Northolt offers urban convenience with quick access to central London and proximity to green spaces and towns such as Marlow and Beaconsfield.

Ethos & Values

Our mission is to prepare children for adult life by:

- Delivering high-quality education and fostering lifelong learning.
- Promoting confidence, ambition, and personal worth.
- Building strong partnerships with families and the local community.
- Upholding values of hard work, honesty, respect, and care for others.



Staff Testimonials



A great place to work with lots of friendly people. My first week here was well planned and gave me the opportunity to meet and shadow relevant co-workers. Everyone was really kind and helpful in offering up their time and knowledge on school policies and structure, staff responsibilities, showing me around. It was overwhelming but I feel that my introduction was relaxed, yet thorough, which really helped me to settle into my new role.

Home Attendance Liaison Officer



All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.

SaFE Worker



The academy is fantastic at supporting your professional development and progression. Myself and many others have been encouraged to apply for ambitious roles and responsibilities within the academy, as well as continuing our development through courses, such as an NPQSL.

Lead Practitioner – English Cross-Phase Links and Aspiration Programme



I was really impressed by the school when I came for my interview and induction because I felt as though there was a focus on the important things that matter most to students and staff. I also feel that the compassionate approach that underpins how staff interact with students is in line with my own beliefs. All the staff have been so supportive but also really honest about the challenges and what they are doing to keep improving the school.

Geography Teacher



Stay updated with our Weekly Principal Vlog's on YouTube or read our seasonal newsletters for the latest news!



Dear Candidate,

Thank you for your interest in the English Teacher (Maternity Cover) position at Alec Reed Academy.

Alec Reed Academy is a vibrant and diverse all-through school serving a community full of aspiration and potential in West London. While our context includes areas of high deprivation, our students demonstrate strong ambition, resilience, and pride in their learning. We are equally proud of our staff, whose commitment and professionalism have contributed to our continued improvement and our 'Good' Ofsted outcomes over the past two inspections.

One of the unique strengths of Alec Reed Academy is that all business services operate entirely in-house; from HR and Finance to IT, Buildings, Hospitality, and Hygiene. This integrated model ensures consistent, responsive, and personalised support for staff, enabling quick resolutions, seamless collaboration, and a working environment where people feel valued and well supported. Our culture is built around respect, honesty, and kindness, and this is reflected in the way we work together every day.

The Academy continues to invest in staff development, leadership capacity, and high-quality facilities. We benefit from strong governance, financial stability, and a clear improvement trajectory that we look forward to celebrating in our next inspection.

If you would like to discuss the position confidentially or require further information before applying, please contact the HR Team at hr@alecreedacademy.co.uk.

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

We look forward to hearing from you.

Phil Cosby
Principal & CEO

Advertising the role of **ENGLISH TEACHER** **(MATERNITY COVER)**

Salary: M1 to M6 Inner London

Closing date for completed applications: 5th July 2026 at 12pm

Interviews will be held: w/c 6th July 2026

"I enjoy the sense of community and collaboration that comes with working at ARA and the feeling that I'm making a positive impact on the lives of the students. I find the variety of tasks and responsibilities that come with working at a school to be challenging and rewarding." English Teacher.

We have the exciting opportunity to work collaboratively with experienced staff in a high quality and well-resourced environment in the role of English Teacher to cover the maternity leave of the current post holder from around 2nd November 2026. This position may last up until the end of the Academic year. We are based in West London/Ealing.

Skills & Experience needed:

- Suitable degree and UK recognised teaching qualification (i.e. QTS, PGCE),
- Knowledge and understanding of the assessment objectives, specifications and curriculum at the relevant Key Stages
- Ability to enthuse and effectively communicate the subject to students both written and orally
- Effective classroom practitioner with both personal impact and presence
- Commitment to working in an urban, multi-cultural school

What we have to offer you:

- Competitive Inner London pay scales (despite outer London location) and access to the Teachers Pension Scheme
- An Ofsted 'Good' school and an exciting place to work
- A well-defined directed-time commitment of 1,265 hours each year
- Extensive free on-site parking with enough space to accommodate all staff
- Complimentary use of our newly refurbished, state of the art Fitness Suite
- Subsidised meals served in our high-quality in-house restaurant
- Family-friendly policies, including enhanced paid dependants' leave, religious observance days, wedding and funeral leave, moving day leave, and paid time for NHS medical appointments
- Access to our Employee Assistance Programme and Occupational Health services
- Access to the Cycle to Work Scheme
- Free eye tests for staff and access to a range of discount schemes including Blue Light Card, Discounts for Teachers, and Costco membership

Commitment to safeguarding:

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

How to apply:

- Come and visit us for a personal tour if you like, or you could visit the 'Work For Us' section of our website for more information and an application form: www.alecreedacademy.co.uk
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service and Social media check prior to commencing the role.

Judged as Ofsted Good in 2023



INVESTORS
IN PEOPLE | Bronze



the PiXL club
partners in excellence

You're welcome to visit us for a personal tour, or explore the "Work For Us" section on our website for more details and an application form.

Prefer to chat? Our HR team would be happy to speak with you—just call.



www.alecreedacademy.co.uk/



020 8841 4511



Bengarth Road, Northolt,
Middlesex, UB5 5LQ

JOB DESCRIPTION

ENGLISH TEACHER

Line Manager: Curriculum Leader

Role Purpose:

The main purpose of the job is to help ensure continuous improvement in the quality of teaching and learning in the subject area or areas in which you work.

Performance Targets will be set and agreed as part of the annual cycle of Performance Management review.

Specific Duties & Responsibilities:

1. Teaching

- A Teacher shall carry out the professional duties of a teacher at Alec Reed Academy as circumstances may require, under the reasonable direction of the Principal and CEO of the Academy.
- In each case having regard to the curriculum for the Academy, and with a view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to him/her:
 - Planning and preparing course and lessons;
 - Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in the Academy and elsewhere;
 - Assessing, recording and reporting on the development, progress and attainment of students, including records on student attendance at lessons together with class and homework set and undertaken.

2. Other Activities:

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her;
- Providing guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports
- To carry out the function of Form Tutor as required, including the taking of an accurate and up-to-date form register and following the Academy procedures on student attendance, checking diaries, student uniform and issuing of notices, letters home and accompanying the form to appropriate assemblies;
- Making records and reports on the personal and social needs of students;
- Communicating and consulting with the parents of students;
- Communicating and co-operating with persons or bodies outside the Academy;
- Participating in meetings arranged for any of the purposes described above;
- Actively promoting student participation within the department;
- Developing and contributing to extra-curricular activities within the department;
- Be tutor to a form group.

3. Assessments and Reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

4. Professional Development:

(a) Appraisal:

- Participating in arrangements as adopted by the Academy for the assessment and review of his/her performance and that of other teachers.

(b) Review, Induction, Further Training and Development:

- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in Appraisal objectives and targets or in Appraisal statements.



JOB DESCRIPTION (continued)

ENGLISH TEACHER



5. Educational Methods:

- Advising and co-operating with the Principal & CEO, wider Leadership Team and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

6. Discipline, Health & Safety:

- Maintaining good order and discipline among the students and safeguarding the health and safety of students and others authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere in line with the Academy Health and Safety Policy.
- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct.
- Responsibility for his/her teaching areas with regards to good order, health and safety, appearance and display.
- Ensure up to date knowledge and understanding of the Academy's Child Protection and Safeguarding Policy.

7. Staff Meetings:

- Participating in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.

8. Cover:

- Supervising and, so far as practicable, teaching any students whose teacher is not available to teach them as requested by the member of staff in charge of cover in line with the cover policy.

9. Public and Internal Examinations:

- Participating in arrangements for preparing students for public and internal examinations and in assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students' presentation for and any subject specific supervision during such examinations.

10. Management:

- Undertake whole Academy duties in accordance with published rotas, assist in the management of students when not in timetabled lessons;
- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations.
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

11. Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the management and supervision of persons providing support for the teachers in the Academy and the ordering, allocation, and best use of resources, minimising waste;
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.

Knowledge, Skills and Experience

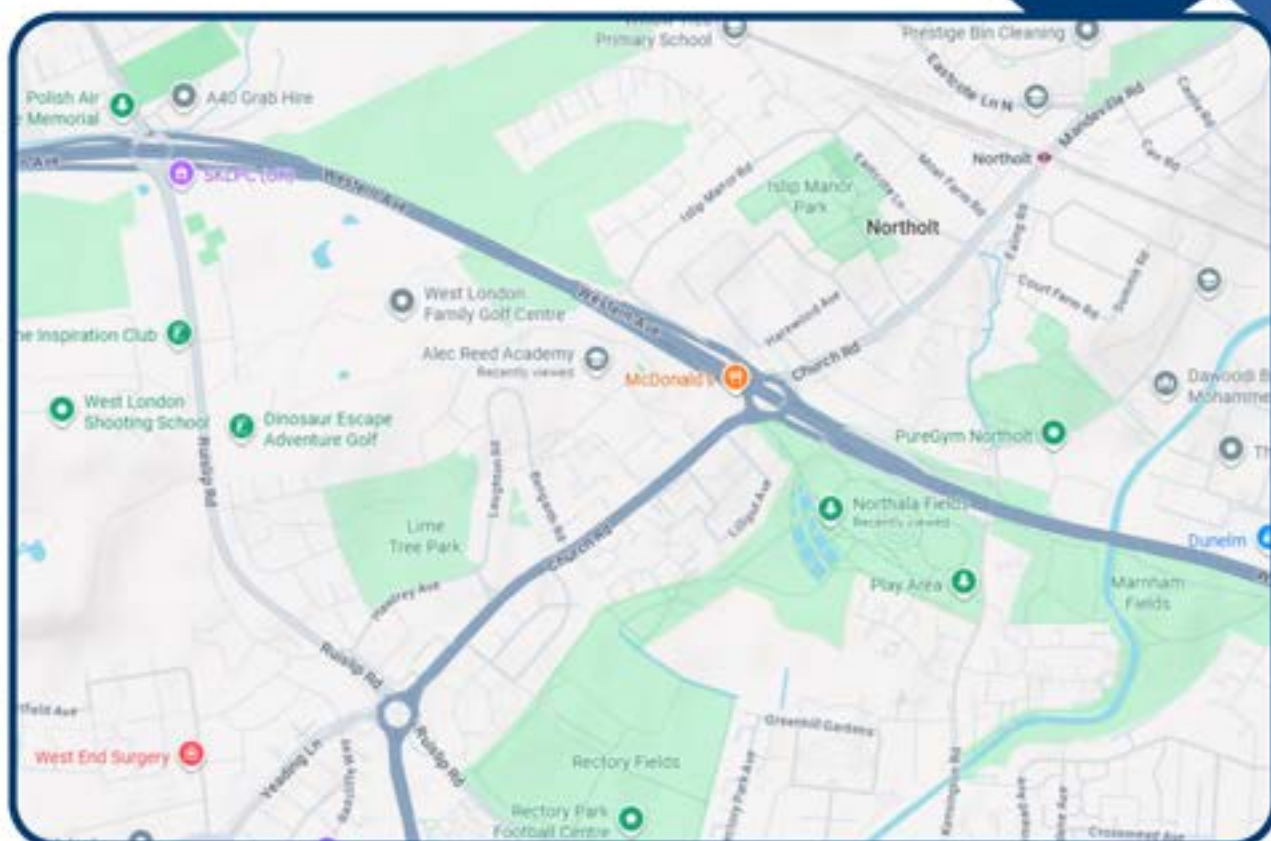
- Suitable degree and UK recognised teaching qualification (i.e. QTS, PGCE), or currently studying towards this to be completed by the time to role commences
- Knowledge and understanding of the assessment objectives, specifications and Curriculum in the subject at the relevant Key Stages
- Ability to enthuse and effectively communicate the subject to students both written and orally
- Effective classroom practitioner with both personal impact and presence
- A clear grasp of teaching and learning issues
- The drive and determination to maintain high standards of engagement and learning within your subject and across the wider academy.
- Familiarity and experience with the concept of target setting and of developing and employing criteria for measuring progress and success
- Appropriate ICT skills including those directly related to transference of subject knowledge in a classroom context
- Is committed to maintaining high standards across the Academy
- A team player
- Adaptability and contributor to changing circumstances and new ideas
- A desire to succeed
- Commitment to working in an urban, multi-cultural school
- Ability to develop and maintain good professional relationships with students, staff and parents
- A strong commitment to one's own professional development
- A willingness to become involved in wider Academy initiatives and activities
- The ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safeguarding requirements of the Academy along with Child Protection Policy.

PERSON SPECIFICATION

ENGLISH TEACHER



Contact Us



020 8841 4511

Bengarth Road, Northolt, Middlesex, UB5 5LQ

HR@alecreedacademy.co.uk

... Or visit our website

www.alecreedacademy.co.uk



Teaching Staff
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