

Head of English



Rhyddings

February 2023



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

Welcome to **LET** Education Trust

Dear colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with currently primary and secondary schools as members.



We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To aid transition for pupils, and planning for teachers, we are working on key fundamental skills required for KS3, in KS2. Sharing this information is proving invaluable in getting pupils 'secondary ready' and ensuring a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also have Initial Teacher Training as part of our remit through the Pennine Lancashire SCITT. This has successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org

Best wishes,
Steve Campbell
Chief Executive



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The Rhyddings Way

Respect **Yours** **Determination** **Neighbourly** **Supportive**
Honesty **Democracy** **Inspire** **Generous**

We would like to extend a warm welcome from all pupils, staff, governors and trustees of Rhyddings. Rhyddings serves the East Lancashire old mill town of Oswaldtwistle and surrounding area. It has been at the heart of the community for 90 years and enjoys good transport links via the M65 corridor and adjoining networks of M6 and M66.

The school has been in a period of transition, having returned to our permanent site following a £10 million re-development, back in the heart of our community, and establishing a more normal return to school following the pandemic. We are also part of a group of founding schools to form a new multi-academy trust, within Hyndburn, with a neighbouring high school and two primary schools. The LET Education Trust will provide exceptional education across its schools, placing staff development and opportunity as a priority for improvement. The school is also expanding and has moved from 4 form entry to 6 form entry within the last 18 months.

We continue to work hard to prepare the young people we serve and help them realise and reach their potential, providing them with the very best educational experiences. This of course can only be achieved through great Teaching and Learning, high levels of attendance and family engagement. Pupils are well supported through our Pastoral Year and House Continent systems. This provides the support pupils need to perform well across the curriculum as well as healthy competition throughout the year.

We have an active extra-curricular programme and run a number of annual residential trips both here and abroad. Close links with the local Rotary Club provides access to bespoke programmes, community work and charitable activities. Pupils can complete their Duke of Edinburgh Bronze Award and participate in many trips and residential experiences.

Our curriculum areas are largely suited in a combination of specialist facility and traditional classroom space. We have a 3-year KS3 and 2-year KS4, offering EBacc, should pupils choose to do so. We have a 25 period week of 1 hour lessons.

Should you wish to arrange a visit to the school please contact Mrs Worthington, PA to the Headteacher, on 01254 231051. I hope you find the information useful and welcome your application.

Yours faithfully,
Mr A Williams
Headteacher



ABOUT OUR English DEPARTMENT



In September there will be 5.5 FTE staff in the English department and the successful candidate may have the opportunity to interview and recruit a second in department to support them.

The current team is a mix of experience and youth, with one ECT joining in September 2023. We have experienced exam board markers and mentoring within the department, one of which is the PLSCITT trainee lead in English and SLE for curriculum support and leadership, development of whole school reading and phonics (secondary). Together this hardworking and committed team has driven improvements in curriculum intent, implementation and impact showing our results lift to a positive progress 8 score and GCSE 4+/5+ inline with national averages; this is one of our highest performing departments.

Pupils currently have 4hrs per week at KS3, one of which is a dedicated reading/library lesson. At KS4 pupils also have 4hrs per week and study the GCSE Eduqas Specification in both Language and Literature. At KS3 all pupils engage in 'Accelerated Reader' and for those at an early or developing stage of reading we have intervention in Phonics, reading comprehension, 1:1 Academic mentoring and other intervention support programmes. A number of these are delivered by our talented team of Teaching Assistants, who are phonics trained and conduct a number of bespoke packages for pupils.

There are many opportunities for curriculum enrichment with theatre trips, such as 'Blood Brothers', Poetry Live, visiting authors, reading club and more!

Wider support from across the Trust, network of primary schools, East Lancashire Teaching Alliance makes this role a fantastic opportunity for a candidate ambitious for themselves, their team, our school and most importantly our pupils.



Our values are at the heart of what we do, underpinning our culture, ethos and rewards.



THE RHYDDINGS WAY

Our Values

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Honesty **Democracy** **Inspire** **Generous**

SUPPORT FOR OUR STAFF

We have a comprehensive offer of professional development. This includes regular CPD opportunities across the year for whole staff, teams and individuals.



Our curriculum planning meetings are developmental and this is further supported by our dedicated weekly hour of Personal Professional Development.

This underpins our research approach to our appraisal system, which is based on a Personal Inquiry Question. School also has a CPD library, uses collaborative learning tools, as well as accessing external courses and training, including NPQ's. Work across the Trust is also a feature of our commitment to developing our staff and providing the very best opportunities.

HOW TO APPLY

Please note that CVs will not be accepted.

Applications should be submitted using the forms available from our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role.

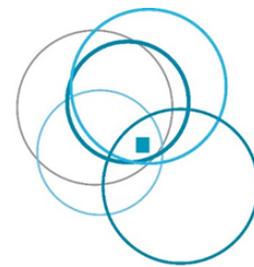
Your cover letter and completed application form should be returned no later than the specified closing date to Mrs Worthington, Headteacher's PA, to worthington@rhyddings.co.uk.

Your cover letter should be addressed to the headteacher of the school, Mr A Williams.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

Good luck!

JOB ADVERT



Job Title: **Head of English**

Location: **Rhyddings, Haworth Street, Oswaldtwistle, Accrington, BB5 3EA**

Scale: **Main Pay Scale MPS1 to UPS3, plus TLR 1.2**

Salary: **£28,000 to £43,685, plus TLR 1.2**

Contract Type: **Full Time / Permanent**
(All permanent contracts are subject to a 6 month probation period)

Start Date: **1st September 2023**
(Following completion of a Enhanced DBS check (including child barred list check) and other safer recruitment checks in line with our safer recruitment guidelines)

Closing Date: **12 noon on Monday 20th March 2023**

Interview Date: **Week commencing Monday 20th March 2023**

The post is vacant due to the promotion of the current post-holder to Assistant Headteacher. Therefore we are seeking to appoint a experienced colleague to lead our English department onto further success at this exciting point in our development. You will be joining an expanding and forward thinking school with a fantastic, likeminded workforce, and pupils who are eager to realise their goals and ambitions.

Rhyddings, part of the LET Education Trust, are seeking an enthusiastic, committed, qualified Head of English to join our successful and expanding school. We are looking for an excellent practitioner who is both creative and challenging in their teaching. They will be passionate and committed to ensuring pupils maximise their potential and achievement. The successful candidate will have the opportunity to teach across our whole 11-16 age and ability range and as a middle leader will be well supported by our strong team of likeminded colleagues who are mutually supportive.

As a middle leader you will be expected to have experience in teaching across both KS3 & KS4. You will have autonomy on curriculum intent and GCSE specifications and will also work closely with a member of SLT and other English specialists from the Trust. We want a teacher who strives for excellence, builds fantastic relationships and maximises pupil progress. A commitment to extra curricular provision is essential. The Trust operates full salary portability on the Main Professional Scales (MPS1- UPS3).

Each school in our Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form and the recruiting officer will undertake an online search in accordance with KCSIE 2022.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview. **Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.**



JOB DESCRIPTION

Scale	Main Pay Scale (M1-UPS3)	Plus TLR 1.2	Permanent/Full Time
Reporting to	Designated Senior Leader		
Location	Rhyddings, Howarth Street, Oswaldtwistle, Accrington, BB5 3EA		

JOB PURPOSE:

The appointment requires you to carry out the duties of a teacher in accordance with the academy's stated policies and practices and under the current conditions of employment outlined in the School Teachers' Pay and Conditions document. This job description will form part of the basis for teacher appraisal.

DUTIES & RESPONSIBILITIES:

All teachers will meet or surpass the Teacher Standards and/or Post Threshold Standards and will be required to :-

ROLES AND RESPONSIBILITIES

1. Ethos

- To create an exciting learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development.

2. Curriculum and Planning

- To work with others to plan highly effective lessons, schemes of work and curriculum maps
- To review their own lessons and effectiveness of own planning
- To contribute to development of curriculum and home learning (including Office 365 tools)
- To plan with Teaching Assistants to meet individual pupils needs on Additional Needs Register.

3. Teaching and Learning

- To fully implement all school policies and procedures
- To make effective use of resources, including ICT
- To take part in buddying with skill exchanges, observations, coaching and mentoring
- To ensure all pupils can engage and achieve in lessons
- Use teaching methods with whole classes, groups and individuals that ensure that pupils are engaged and stimulated; that teaching objectives are met; that momentum and challenge are maintained and best use made of teaching time
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

4. Standards and Achievement

- To ensure pupils make good or better progress
- To implement all actions following reviews of pupil progress.

5. Assessment

- To fully implement the school policy and procedures to a high standard
- To plan for assessment for learning in every lesson
- To ensure assessment is accurate.

6. Liaison

- To work closely with all support colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with parents and other parties.

JOB DESCRIPTION

7. Self-Evaluation

- To contribute to the department and school's self-evaluation systems.

8. Community

- To contribute to the school's community ethos – The Rhyddings Way
- Act as form tutor within the Year System.
- Contribute towards our Continent House System

RESPONSIBILITIES SPECIFIC FOR THIS POST:

- To lead all aspects of English including development of the curriculum, courses in the subject area and quality of provision.
- To develop and line manage team members.
- Teach to all ages and abilities throughout the school, including GCSE level.
- Plan and prepare courses of study and lessons.
- Mark/feedback on pupils work in accordance with school and subject procedures, meeting regularly with the subject staff to monitor/evaluate its effectiveness.
- Assess, record and report on the development, progress and attainment of students associated with this subject and in line with the school assessment policies.
- Take responsibility within the faculty for coordinating the work on a particular area, e.g. Information Technology, teaching and learning, special educational needs.
- Be subject to the school appraisal procedures linked to salary progression.
- Teach additional subjects as required, e.g. PSHE.
- Attend and chair meetings relating to subject or whole school matters.
- Discuss with SLT link your individual CPD needs.
- Attend all Inset meetings, and whole school CPD as required.
- Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.

The appointment requires you to carry out the duties of a school teacher :-

- (a) in accordance with the school's stated policies and practices;
- (b) under the current Conditions of Employment contained in the School Teachers' Pay and Conditions document and the range of duties set out in that document;

This job description will form part of the basis for teacher appraisal.

Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the postholder.

All staff at Rhyddings have responsibility for promoting the wellbeing and safeguarding the welfare of children and young people they have responsibility for or come into contact with in keeping with the *Keeping Children Safe in Education* and child protection policies.

JOB DESCRIPTION

SCHOOL:

1. To carry out the duties in accordance with school-based policies and health and safety procedures/policies.
2. To contribute to the provision of an effective environment for learning.
3. To support the promotion of positive relationships with parents and outside agencies.
4. To participate in the school's appraisal scheme.
5. To take care for their own and other people's health and safety.
6. To be aware of the confidential nature of issues.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • A Teaching Qualification / Qualified Teacher status. • A relevant honours degree or equivalent QTS. 	<ul style="list-style-type: none"> • A good honours degree or equivalent PGCE/ Teach First/GTP. • Evidence of further subject-based professional development. • Evidence of some experience of leading aspects of curriculum/teaching and learning.
Teaching	<ul style="list-style-type: none"> • Evidence of good classroom practice. • Good understanding of effective and engaging teaching methods. • The ability to engage, enthuse and motivate pupils. • Experience of teaching up to KS3 and KS4. • The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all pupils. 	<ul style="list-style-type: none"> • Experience of the use of ICT to enhance the teaching and learning process. • Willingness to teach another subject (if required).
Assessment	<ul style="list-style-type: none"> • An understanding of the use of assessment to inform planning. 	<ul style="list-style-type: none"> • Evidence of improved student outcomes. • The ability to monitor student progress through the use of ICT.
Planning	<ul style="list-style-type: none"> • Curriculum knowledge of planning for progression • The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all pupils. • The ability to set consistently high expectations for all pupils through class work and homework. 	<ul style="list-style-type: none"> • A willingness to be involved in extended curriculum opportunities in the subject area. • The ability to manage time effectively and prioritise work.
Professional Attributes	<ul style="list-style-type: none"> • A genuine belief in the value of every child. • To be aspirational for every child. • Highly motivated. • Respond well to a challenge. • Maintain high professional standards. • Excellent communication skills. • A sense of humour. • Commitment to own professional development. 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people. • Commitment to attendance at work. • Commitment to health and safety. • Commitment to equality and diversity. 	