

Theale Green School



**LITERACY  
COORDINATOR  
(MATERNITY COVER)  
CANDIDATE  
BRIEFING PACK  
OCTOBER 2024**



“Staff feel that their workload is supported well and say that they are proud to work at the school... they have every reason to be proud”  
-OFSTED 2022

Part of



**ACTIVATE  
LEARNING**  
EDUCATION TRUST



## WELCOME FROM THE HEADTEACHER OF THEALE GREEN SCHOOL

Thank you for your interest in the post of Literacy Coordinator at Theale Green School. This is an exciting temporary position for a candidate that has a passion for education with a focus on high quality learning. Theale Green School is the fastest growing Secondary School in West Berkshire and we are looking to welcome a colleague to join our school team who has aspiration and a can-do attitude.



Theale Green School is a very special school, anyone who visits our school immediately recognises this and can sense the family-feel welcome. We are delighted this was recognised in our Ofsted report May 2022 **“pupils are proud of their school. All pupils spoken to said they would recommend it. Pupils feel safe and happy”**. We are a school in the heart of a community, with incredible staff, students and families all striving for the same thing: to see students become successful young adults.

Theale Green School is going through a period of sustained growth thanks to the substantial improvements in the Quality of Education and Student Experience we have embedded over the last five years. This was identified by Ofsted **“the curriculum is ambitious, well considered and carefully constructed”**. Students are enthusiastic about learning and are encouraged to explore their natural curiosity about the world they live in. Students achieve strong outcomes as they progress through our school, and go on to outstanding destinations when they leave us, with many being the first in their families to go to university – truly “Transforming Lives Through Learning”. Our students benefit from a rich, broad and balanced curriculum with excellence and aspiration at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think, to act confidently, and with professionalism: this allows them to compete to be the candidate of choice in the world renowned, local companies’ workforce. This position would build on this strength and take our curriculum to the next exciting phase of development.

Theale Green School has a strong reputation in the local community, and many of our staff choose to send their own children to our school. In 2024, our ability to work together to support each other feels more important than ever, and this year will see us go from strength to strength as we continue to grow and provide a high quality student experience.”

We are looking for the right candidate who will be able to strengthen our Literacy during this period of time for our English faculty, the wider school and our school community. The successful candidate will continue to be aspirational in their approach and continue to ensure that every student can flourish academically and personally in an aspirational and supportive environment. Student and staff well-being is at the heart of our work. A focus on professional development, including employability skills, enables students and staff to achieve personal growth in their aspirational career pathways.

If you are an ambitious and aspirational teacher looking for an opportunity to work in role in an Ofsted rated Good school which provides opportunity for growth and collaboration, then we look forward to receiving your application.

**Charlotte Badarello**  
Headteacher

## WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

Since joining Activate Learning Education Trust (ALET) in April 2018, Theale Green School has gone from strength to strength; evidenced by more parents and children selecting Theale Green School as their first choice, incredibly positive parental feedback and strong outcomes for students.

We're also incredibly proud and delighted that the school is recognised by Ofsted as being a Good school which is testament to all the hard work and positivity that has taken place, and which will we will grow on going forward.



As a new member of staff, you will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2021 – 2025.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.

During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the employer of choice; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners. Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. At Theale Green School, we recognise the importance and value of our role which is one of privilege and responsibility that requires us to be dedicated. We expect staff to demonstrate our Attributes of being Professional, Aware, Confident, Resilient and Enterprising. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

### **Joanne Harper**

CEO, Activate Learning Education Trust

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact Anita McIntyre, HR Manager on 0118 930 8510 or via email at [amcintyre@thealegreen.w-berks.sch.uk](mailto:amcintyre@thealegreen.w-berks.sch.uk)

# LITERACY COORDINATOR (MATERNITY COVER)

**Location:** Theale Green School, Church Street, Theale RG7 5DA

**Salary Range:** MPS/UPS TLR2(1)

**Hours:** Full time

**Start date:** January 2025

This is an exciting temporary position to maintain and further develop literacy across our school, we seek a candidate that has a passion that education can Transform Lives through Learning. We are looking to welcome a colleague to join our school, who has a strong ambition that our school can serve every child in the community and a belief that we learn every day from experiences and our colleagues. This opportunity is to cover for maternity leave and a chance to join our school at this exciting time.

Theale Green School is the fastest growing secondary school in West Berkshire, having grown from 500 to 850 students over the last three years. Our community recognises the significant improvements that have been made, and has supported the school in this period. The next phase of growth for the school will build on all the changes that have been embedded in this time; every aspect of school life has improved and we are determined that pathway will continue to strengthen.

2025-26 will see the school continue to be unwavering in our pursuit of excellence for the young people in our community. We continue to focus on the three pillars of our school development plan of Quality of Education, Equity for All, and Well School.

Theale Green School is part of the Activate Learning Education Trust consisting of six secondary schools. Our purpose is to be "School of Choice for the Community", which we have continually proved over the last four years with significant growth in student numbers, and improved outcomes. We pride ourselves in equipping our students with the skills needed for their future careers and lives. There is an opportunity for potential candidates to visit the school and meet Charlotte Badarello, Headteacher. Please contact Anita McIntyre, HR Manager on 0118 930 8510 or via email at [amcintyre@thealegreen.w-berks.sch.uk](mailto:amcintyre@thealegreen.w-berks.sch.uk) to arrange a visit to the school and conversation with Charlotte.

**For more information visit:** <https://www.thealegreen.w-berks.sch.uk/> and <http://www.alet.org.uk/>

**Closing date for applications is:** 9.00am on Wednesday 6th November 2024

**Interviews will take place on:** w/c 11<sup>th</sup> November 2024

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.

# ACTIVATE LEARNING EDUCATION TRUST

## WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-School Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

## OUR VISION

“TRANSFORMING LIVES  
THROUGH LEARNING”

## OUR MISSION

To ‘transform lives through learning’ by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through **Our Learning Philosophy** and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

## OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



# CURRICULUM

Our curriculum provides a rich, broad and balanced learning experience for all students across all years.

We see our curriculum as being holistic, with our resources carefully planned to flow seamlessly from the moment students join us in Year 7 until the point they leave us at the end of Year 11 or 13.



Our intention is to fulfil all the requirements of the National Curriculum and beyond, and to cater for the needs of students of all abilities. All students in years 7 – 13 study Relationships, Sex and Health Education (RSHE) to enable our students to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain.

In Years 7 to 9 students follow a rich, broad, and balanced curriculum. These classes are taught by subject specialists to ensure a successful learning experience. Students begin their GCSE option choices in year 10, and these choices mark the transition towards the all-important final assessments in Year 11.

We offer a broad curriculum opportunity in our Sixth Form, including both vocational and A level courses. A curriculum enrichment programme, including P.E. and RSHE, is followed, standards are high and students are expected to be committed to their studies.

# ETHOS

At Theale Green School, we believe that aspiration is the preserve of every young person and destinations should never be limited based on historical experience. We all adhere to the principle that developing our talents, valuing our education and achievements, expanding our cultural horizons and respecting others, will prepare us for contributing well to our society.

We value a close working relationship with both parents, whose feedback is important to us, and with our broader community whose support is highly appreciated. We know, and are grateful, that the community has much to offer us, and we aim to offer much in return. We are privileged that our school sits at the heart of a community which supports the success of its young people without exception. By then prioritising the quality of teaching and learning, relationships, behaviour and aspirations, we achieve our Mission.



## Our Mission

Theale Green School is the School of choice for our community

### Our Values of:

**Progress** – we welcome challenges and persist when work is hard

**Hard work** – we make effort and a good impression in the workplace

**Respect** – we are polite and respectful to everyone, central to every conversation and interaction at Theale Green School



# JOB DESCRIPTION

REPORTING TO: DEPUTY HEADTEACHER

## **Main Responsibilities**

- Under the reasonable direction of the Leadership Team, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
- To promote and embed essential literacy skills across the school
- Teach a range of classes, including those specifically in place to target low literacy levels.
- Conduct regular literacy assessments of students in specified classes.
- Lead assessment and analysis of reading assessment data.
- Liaise with colleagues to complete literacy assessments of any students joining mid-year, and advise accordingly.
- Liaise closely with departmental colleagues to ensure the relevant literacy focused curriculum is being delivered.
- To raise standards of literacy across the school, including reviewing student progress towards improving their standards of literacy. Specifically this involves ensuring students' level of reading is age appropriate
- To support Heads of Department, and the Leadership Team to ensure department curricula supports an aspirational standard of literacy for TGS students
- Work in conjunction with the SENCo to identify and support groups of students who need additional literacy support
- Identify and use appropriate resources to improve standards of literacy, including the use of phonics, across the school curriculum
- To work with the TGS Leadership team and SENCo to ensure the daily implementation of the School SEND Policy across the curriculum
- To continue own professional development as agreed with the Leadership Team

## **General Leadership**

- Maintain a high profile around the department and school in terms of energy, positivity enthusiasm and high standards – setting the culture
- Role model the Teachers' Standards at all times to all of the team
- Be committed to self-development of leadership and development of staff through honest, supportive and timely feedback
- Promote inclusion, equality of opportunity and diversity
- Contribute to the safeguarding of students, promote student welfare to ensure that students feel safe and staff are trained to identify safeguarding needs
- Participate in and support in the organisation and management of whole school events e.g. celebration events and assemblies, leading by example to ensure the department is well represented

## **Strategic Management**

- To support the development of appropriate resources, teaching and learning strategies for improving literacy across the school curriculum
- To implement school policies and procedures which reflect the school's commitment to high achievement through effective teaching and learning



## Quality of Education

- Be committed to driving the highest standards of pedagogy in support of the Theale Green Way
- Work with other departmental heads to agree schemes of learning so that the content of courses is cohesive, coherent and so provides students with a broader understanding of literacy and its links with other fields of study
- Ensure that the statutory requirements of the National Curriculum are met
- Monitor and evaluate progress towards meeting student achievement targets, taking action where needed
- Regularly monitor the external and internal environment so that appropriate initiatives continue to influence and improve learning for students
- and staff

## Group/Employee responsibilities

### Professional Conduct

All employees are expected to:

- Follow TGS 's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of TGS, adopt a flexible and pro-active approach to work and contribute to a range of cross-site initiatives to facilitate the delivery of key business objectives
- Participate in TGS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Ensure compliance with all TGS policies, procedures and regulations and assist in the implementation of decisions
- Give good notice of any absence in line with the schools Absence Management Policy
- Adhere to general standards of conduct embodied in TGS policies
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination, demonstrating that TGS encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which TGS is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect TGS Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

- To always work and act in accordance with the Trust’s Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust’s policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

### Person Specification

QUALIFICATIONS AND EXPERIENCE	Essential or Desirable
Degree and Teaching Qualification	E
Enhanced DBS	E
Ongoing CPD portfolio	E
At least two years’ teaching experience in a secondary school	E
Evidence of successful experience in a secondary school	E
Experience of successfully managing a significant aspect of whole departmental change	E
Evidence of successful experience of curriculum/subject development	E
Further degree or diploma	D

## TECHNICAL COMPETENCIES AND SKILLS

An experienced and strong classroom practitioner	E
Understanding of the characteristics of high quality teaching and learning	E
Evidence of successfully planning and implementing curriculum developments	E
Knowledge of whole school developments in education	E
Evidence of leadership skills	E
Proven ability to work helping improve classroom practice	E
Ability to build relationships and work effectively within a team	E
Excellent written, verbal and non-verbal communication skills	E
Ability to see tasks through to successful conclusion	E
Ability to work under pressure, meet tight deadlines and pay attention to detail	E

## BEHAVIOURAL SKILLS

Patient and persistent	E
Tactful, respectful and sensitive to the needs of others	E
Enthusiastic with a positive and optimistic outlook and a sense of humour	E
Passionate about bringing the best out in both adults and children	E
Personal attributes; positive, enthusiastic, tolerant, committed to excellence, respectful, enjoys hard work	E
High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents	E

