



# CANDIDATE INFORMATION BROCHURE

## THE RAWLETT SCHOOL



**The Rawlett School**  
An AET Academy  
To make our best better



**Academies  
Enterprise Trust**  
To make our best better

To inspire young people to make their best better



I am thrilled that you are interested in joining the staff team here at The Rawlett School, an effective AET academy in Tamworth. We are very proud and privileged to serve the young people of the locality and provide a good standard of education.

The Rawlett School is a successful and popular 11-16 community academy and in recent years has become the school of choice in the local community. Since being graded 'good' by Ofsted in 2013 and again in 2017 the academy has continued on an upward trajectory of school improvement and improved student achievement. For example, the academy's Progress 8 score was one of the top in Staffordshire and the highest locally. We are proud of the young people's achievements and the academy's success. The next part of the journey for The Rawlett is moving the Academy towards outstanding as soon as possible.

The Rawlett School is part of Academies Enterprise Trust (AET) network of 63 primary, special and secondary academies across England. You would be joining AET at an exciting time. A new executive team has now been appointed and in post, under the leadership of Julian Drinkall and alongside a refreshed Board of trustees, and we are delivering our turnaround plan at pace. Our academies are improving as a result of our new approach to school improvement, which has system leadership and school to school support at its heart. As a trust, we are passionately committed to inspiring children and young people to achieve the very best through high quality teaching, provision and leadership of every AET academy – wherever it happens to be.

Being part of the Trust has enabled us to work closely with our cluster of primaries. The Trust provides a high degree of support and expertise to the whole school community and the academy benefits from partnerships with other primary and secondary academies across the network.

We warmly invite you to look at our website and read through the information about what we do, our achievements both inside and outside the academy day, and the successes that the academy has achieved. If you are excited by what you read, I do encourage you make an appointment for a visit to the academy to understand more about us.

If you share our vision, values and pursuit for excellence for the students of The Rawlett, and feel you meet the requirements of the person specification, then we would be delighted to hear from you and receive your application. Good luck!

Best wishes,

**Tim Bassett**  
**Principal**

## **The Rawlett School**

The Rawlett School is committed to the development of a positive learning culture, which enables each student to become confident, caring and able to make a positive contribution to society and committed to safeguarding and promoting the welfare of its young people.

An excellent healthy learning community develops through a sporting ethos where everyone can realise their potential by acquiring knowledge, lifelong learning skills and a resilience to manage change.

The Rawlett School is at the heart of a community where everyone strives for their personal best and to be the best that they can be. A positive learning environment of mutual respect supports all learners both physically, and academically.

People are central to change – caring teachers who focus on learning and success in a nurturing respectful environment. Achievement is essential but development of the whole person will help every person realise their full potential. The health and wellbeing of the individual is paramount and we aim to promote healthy lifestyles across the whole community.

People need opportunities to work in teams with individuals who embrace innovation, change and challenge. Life is, at times, risky and our aim is to prepare people not just for the world of work (economic wellbeing) but also for living life as a whole – individuals who will ask questions, seek solutions and make informed decisions.

We aspire to create a learning environment where everyone wants to learn and create opportunities to meet the needs of every individual through personalised learning programmes.

Every learner must have the potential to access an appropriate curriculum in order to develop skills essential to achieve success in the 21st century. The success of our community will be achieved through the development of leaders who are confident and effective at every level in the academy. Athletes aim for excellence and accept nothing less and Rawlett strive for excellence by expecting the highest standards of work, behaviour and commitment to academy life from all our learners.

As part of a local and international community we aim to encourage healthy lifestyles, economic wellbeing and spiritual development through extended learning opportunities.

Partnership builds strength and we aim to listen and respond to the views of all community stakeholders. Success is a result of individuals taking responsibility for their own learning as well as the learning of others. We rely on each other and need to respect ourselves and others, be self disciplined and insist upon behaviour that supports the whole team.

Everyone is different and we value the creativity and the potential individuals can bring to a team. We will promote individuality and embrace diversity. We will not tolerate discrimination

and social exclusion but seek equal opportunity for all. Individuals will only thrive in a safe learning environment.

### Ofsted

We are judged to be a 'good school' and we were last inspected in March 2017. To view all our Ofsted reports please click [here](#).

### Data

Age range	11-16
Location	Tamworth, Staffordshire
Budget size	£4.877k
Number on roll	980
% of students on free school meals	19.6%
% of students with English as an additional language	3.1%
% of minority ethnic pupils	5.7%
% of students with SEN	14.3%
Date academy established	2012
Number of teaching staff	60
% of newly qualified teachers	3
Performance	<a href="#">Data</a>

## JOB DESCRIPTION

<b>Post Title</b>	<b>SUBJECT LEADER</b>
<p>The awarding of a TLR at any level must satisfy the requirement that the responsibility is beyond that which would be expected of all classroom teachers.</p> <p>These responsibilities at any level must:</p> <ul style="list-style-type: none"> <li>➤ be focused upon learning and teaching</li> <li>➤ require the exercise of a teacher's professional skills and judgement</li> <li>➤ require the teacher to lead, manage and develop a subject or curriculum area; or to</li> <li>➤ lead and manage student development across the curriculum</li> <li>➤ have an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and</li> <li>➤ involve leading, developing and enhancing the teaching practice of other staff.</li> </ul> <p>All TLR post holders must ensure the required competencies both individually and within their teams. These include:</p> <ul style="list-style-type: none"> <li>➤ promotion of distributed leadership and risk taking at all levels</li> <li>➤ An up to date knowledge in subject, national and local policy, pedagogy, classroom management strategies, research/inspection findings, statutory requirements</li> <li>➤ ICT and skill development</li> <li>➤ techniques in the use of comparative data</li> <li>➤ commitment to development of self and others</li> </ul>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>➤ Lead, develop and enhance the teaching practice of all staff within the Department and across the School.</li> <li>➤ Ensure that teaching and learning is outstanding in all areas.</li> <li>➤ Develop the strategic direction and development of the department based around active engagement, system leadership at all levels and risk taking.</li> <li>➤ Develop effective and clear tracking systems to raise student attainment and ensure progression.</li> <li>➤ Ensure effective delivery of a broad, balanced relevant and differentiated curriculum for students.</li> <li>➤ Be responsible for Quality Assurance across department.</li> <li>➤ Deputise for the Head of School as required.</li> <li>➤ Develop extra-curricular and enrichment provision within the Department – with a continued focus on the identification and promotion on PLTs.</li> <li>➤ Meet with partner secondary and primary schools, to promote positive sustainable partnerships that will enhance the provision of enrichment across the Rawlett community.</li> </ul>

	➤ Support the principles and ethos of the School and contribute to the delivery of the 5 themes of Every Child Matters.
<b>Reporting To:</b>	<b>Head of School</b>
<b>Accountability:</b>	Standards of learning and teaching. Planning, monitoring and evaluation of a curriculum to achieve high student attainment and achievement.
<b>Salary / Grade:</b>	<b>All hold a TLR. Teaching load – 40 / 50 lessons</b>
<b>MAIN CORE DUTIES</b>	
<b>Learning and Teaching (PURPOSE):</b>	<ul style="list-style-type: none"> <li>➤ Ensure there is a high quality of climate for learning within the department and promote the Positive Learning Culture and values of the school.</li> <li>➤ Monitor and evaluate teaching and learning standards within the department to inform the self evaluation process.</li> <li>➤ Promote high expectations of student attainment</li> <li>➤ Use data analysis to provide a focus for the strategic development of teaching across the department.</li> <li>➤ Use data to set appropriate and challenging targets for student performance at both departmental and individual teacher level.</li> <li>➤ Ensure personalised intervention is provided (study support, exam target groups, and partnerships, out of hours / off site learning) within the department.</li> <li>➤ Use data to inform the strategic deployment of teachers in the department and to monitor and evaluate standards within both the school and national context.</li> <li>➤ Set appropriate challenging targets for the department using value added data at school, regional and national level as benchmarks for performance.</li> <li>➤ Ensure marking and assessment is carried out effectively within the department and that the school policy regarding reporting is met.</li> <li>➤ Manage behavior for learning' within the department.</li> <li>➤ Ensure training supports learning priorities within the department.</li> <li>➤ Produce annually the department development plan and maintain an up-to-date departmental SEF.</li> <li>➤ Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department – liaising with the Cover Supervisor / relevant staff.</li> </ul>
<b>Curriculum (PURPOSE):</b>	<ul style="list-style-type: none"> <li>➤ Deliver and evaluate the curriculum in conjunction with the Head of School to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's aims and strategic objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Ensure the department's schemes of learning, action plans, policy documents are current and in place. Support the preparation of courses and lessons.</li> <li>➤ Ensure appropriate resources are available for effective curriculum delivery ensuring value for money in all aspects of Department operation (including department budget)</li> <li>➤ Quality Assure the department environment for learning – including home-learning activities.</li> <li>➤ Keep up to date with national developments in the subject area and teaching practice and methodology. Actively monitor and respond to pedagogy and curriculum developments/initiatives at national, regional and local levels.</li> <li>➤ Liaise with the Examination Officer to maintain accreditation with the relevant examinations boards.</li> <li>➤ Be responsible for the development of Key Skills / Functional Skills / PLTS within the curriculum area.</li> </ul>
<b>Quality Assurance</b> <b>(PURPOSE):</b>	<ul style="list-style-type: none"> <li>➤ Establish common standards of practice across the school and develop the consistency and effectiveness of teaching and learning styles with all staff.</li> <li>➤ Monitor targets within the department and to work towards their achievement.</li> <li>➤ Monitor and evaluate the curriculum area in line with agreed procedures including evaluation against quality standards and performance criteria.</li> <li>➤ Apply and monitor the implementation of the PLC behaviour management system so that effective learning can take place.</li> </ul>
<b>Safeguarding</b> <b>(PEOPLE):</b>	<ul style="list-style-type: none"> <li>➤ Be committed to safeguarding and promoting the welfare of young people. All staff are expected to share this commitment and to ensure everyone working with students on a regular basis undergo appropriate checks, including enhanced DBS checks.</li> <li>➤ Complete risk assessment and safety (including security of equipment, software)</li> </ul>
<b>Pastoral</b> <b>System</b> <b>(PEOPLE):</b>	<ul style="list-style-type: none"> <li>➤ <b>Contribute to student tracking systems and intervention plans and keep up-to-date student records as may be required.</b></li> <li>➤ <b>Monitor the progress and well-being of individual students and of the form tutor group as a whole.</b></li> <li>➤ Contribute to Action Plans and other reports.</li> <li>➤ Liaise with a House Leader to ensure the implementation of the Pastoral System.</li> <li>➤ Inform appropriate staff to student problems and make recommendations as to how these may be resolved.</li> <li>➤ 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.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>➤ Apply the behaviour management system so that effective learning can take place.</li> </ul>
<b>Information Systems</b> <b>(PARTNERSHIPS):</b>	<ul style="list-style-type: none"> <li>➤ Ensure the maintenance of accurate and up-to-date information concerning the department on SIMS.</li> <li>➤ Make use of analysis and evaluate performance data provided by SISRA and other packages.</li> <li>➤ Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>➤ Produce reports on examination performance, including the use of value-added data.</li> </ul>
<b>Self &amp; Others</b> <b>(PEOPLE):</b>	<ul style="list-style-type: none"> <li>➤ Ensure effective performance management within the department. <ul style="list-style-type: none"> <li>• Line manage classroom teachers and support staff</li> <li>• Monitor and challenge professional standards within the department</li> <li>• Develop the strategic goals of professional development within the department</li> <li>• Support Line Managers in any capability process</li> <li>• Support the development of colleagues through monitoring, mentoring and coaching</li> <li>• Chair meetings within the department as appropriate</li> </ul> </li> <li>➤ Undertake Performance Management Review(s) and to act as reviewer for staff within the department.</li> <li>➤ Participate in the interview process for teaching posts when required and to support effective induction of new staff in line with school procedures.</li> <li>➤ Participate in the school's ITT programmes.</li> <li>➤ Promote teamwork and to motivate staff to ensure effective working relations.</li> </ul>
<b>Community</b> <b>(PARTNERSHIPS):</b>	<ul style="list-style-type: none"> <li>➤ Communicate effectively with parents of students as appropriate and fully co-operate with persons or bodies outside the school.</li> <li>➤ Maintain curriculum area of website and update achievements and home learning on a regular basis to ensure that all stakeholders are familiar with its aims and objectives.</li> <li>➤ Provide governors and parents a termly update of department activities to support effective communication with stakeholders.</li> <li>➤ Arrange liaison activities such as Open Evenings, Consultations / Review days and liaison events with partner schools and the PTA.</li> </ul>



	<ul style="list-style-type: none"> <li>➤ Contribute to School marketing activities, e.g. School Prospectus and material for press releases.</li> <li>➤ <b>Develop a shared use of resources to the benefit of the School, department and students.</b></li> <li>➤ Lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partnership schools and the effective promotion of subjects at Open Days / Evenings and other events.</li> <li>➤ Contribute to the development of effective subject links with external agencies.</li> <li>➤ Maintain a positive approach at all time and promote mutual respect.</li> </ul>

#### **OTHER SPECIFIC DUTIES:**

- **Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.**
- Support the school to meet our legal requirements for collective worship.
- Promote actively the school's corporate policies
- Continue personal development as agreed.
- Comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as directed by the Headteacher or specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to show a mutual respect to colleagues and provide a welcoming environment to visitors.

The school will endeavour 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 employee who develops a disabling condition.

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

#### **Other clauses:**

- The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD)

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **PERSON SPECIFICATION**

	<b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree + PGCE</li> </ul>
<b>Experience, Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• 1. Evidence of excellent teaching ability</li> <li>• 2. Experience of recent and sustained improvement in outcomes – to be evidenced</li> <li>• 3. Demonstrated ability to innovate teaching &amp; Learning and an ability to think creatively and take managed risks</li> <li>• 4. Knowledge of tracking systems to inform improved student outcomes.</li> <li>• 5. Excellent communication skills to further Quality Assurance strategies and develop teamwork</li> <li>• 6. High competence in ICT and data handling</li> <li>• 7. Experience of parental / community involvement to secure improved outcomes</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• 1. Personal impact and presence alongside a relentless enthusiasm, reliability and commitment to a Faculty / personal vision for t&amp;L (linked to whole school vision)</li> <li>• 2. Creative thinker and happy to take managed risks.</li> <li>• 3. Commitment to distributed leadership and lifelong learning through own and others development to enhance succession planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• 4. Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally</li> <li>• 5. Commitment to the development of 21<sup>st</sup> Century learning skills and lifelong learning</li> <li>• 6. Able to balance high quality t&amp;L, improved achievement alongside a best value model.</li> <li>• 7. Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• 8. Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• 9. A willingness to demonstrate commitment to the Rawlett values and behaviours.</li> </ul>
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## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

## **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as ‘good quality’, free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

## **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## Learning and Development

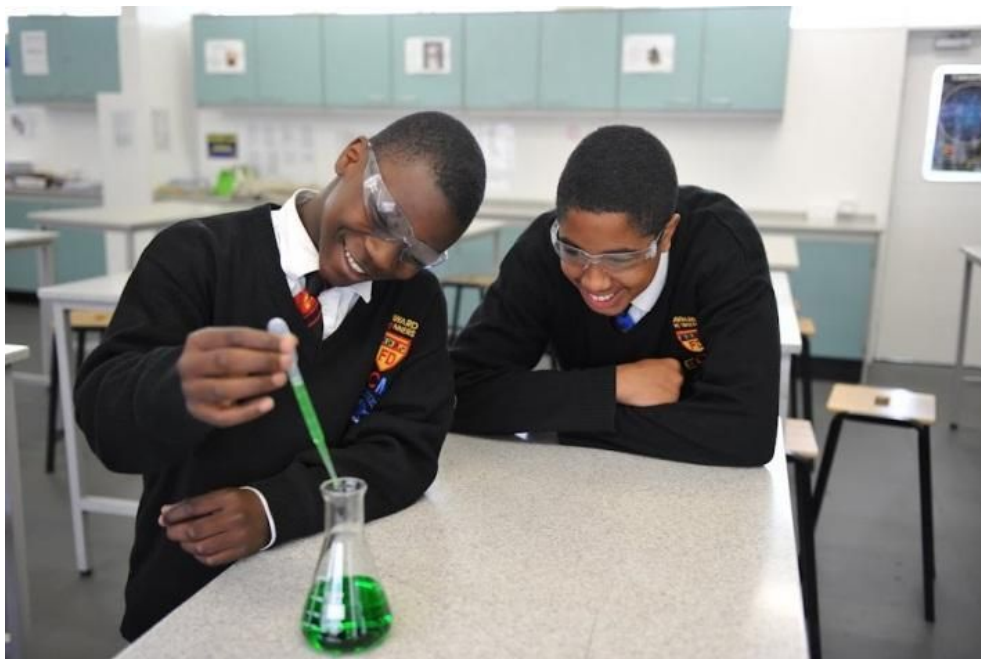
We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression.

We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!



## **Staff Benefits**

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits



## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential



employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.

## **APPLICATION PROCESS**

Thank you for considering applying for The Rawlett School.

Visits to the academy are warmly encouraged and can be arranged by contacting Jo Grabowska, Recruitment Manager at Tes, on 020 3194 3085 or [joanna.grabowska@tes.com](mailto:joanna.grabowska@tes.com)

For an informal discussion or for an application form, please contact Jo Grabowska on the contact details above.

Closing date: Monday 12 March 2018 at 12 noon

Shortlisting date: Tuesday 13 March 2018

Interview date: Monday 19 March and Tuesday 20 March 2018

We look forward to receiving your application.