



# Rushden Academy

Aspire • Explore • Succeed

## Recruitment Pack

Application for: Whole School Literacy Lead



Rushden Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.



Rushden Academy is part of  
TOVE Learning Trust

## About Tove Learning Trust

A very warm welcome to Tove Learning Trust, a multi academy trust (MAT) established in Northamptonshire in 2016.

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success.

In addition to academic studies, each academy offers students an exciting range of extra-curricular activities including sporting and performing arts events. There are a variety of clubs linked to personal and social development with regular fixtures and performances taking place.

As an employer, Tove Learning Trust offers rewarding career opportunities for new and existing colleagues. We are proud of our links with the Grand Union Teaching Partnership and have our own outstanding Teaching School. We offer first class training and development opportunities within the MAT including an outstanding induction year for Newly Qualified teachers.

### Our aims are to:

- Build and embed a culture based on respect for each other
- Develop resilience to meet new challenges and opportunities
- Provide encouragement to allow our academies to take responsibility for their actions and their learning

### Our Purpose is to:

- Drive the vision of generating a high expectation culture where all staff and students are valued and equipped to meet the challenges associated with high quality teaching and learning.
- Have a commitment and energy to ensure that all academies strive to meet our aim of providing inspiring provision leading to outstanding outcomes.



You can find out more at [www.tovelearning.org.uk](http://www.tovelearning.org.uk)

## About Rushden Academy



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Rushden, Northamptonshire.

Since 2018 we have been part of the Tove Learning Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

### Our on-site facilities include:

- Multi-use games area marked up for netball and football;
- Lecture Hall complete with tiered seating;
- Use of visualizers in most classrooms;
- Performance Hall with sound system and projector;
- Specialised creative subject rooms;
- Learning Resource Centre for text based resources;
- A dedicated Ethos Team to support student, family and staff wellbeing;
- Sports field including 5-a-side football pitches;
- Fully equipped computer suites for use by students;
- Part of the East Northants College 6th Form Consortium;



You can find out more at [www.rushden-academy.net](http://www.rushden-academy.net)



## Support for our staff

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.



Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Tove Learning Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMLs.

Tove Learning Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each Headteacher is a member of the Headteachers' Forum that meets regularly to help Tove Learning Trust develop its ethos and strategy, and to share their professional expertise. As the network of Tove Learning Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at [www.rushden-academy.net](http://www.rushden-academy.net)



# Whole School Literacy Lead

Application Deadline: 10th May 2024

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## Salary Scale

MPS (TLT Scale 1-9: 30,000-46,525 + TLR 2C (£7,847))

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## Line Manager

Head of English

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Do you have the skills and knowledge to join an incredible team of staff and students?

Are you interested in joining a team that truly looks after your well-being?

Do you want to work in a school with personalised continued professional development, focused on helping you make the next step in your career?

Rushden Academy is a truly special place to work. Recognised as a 'Good' school in all five areas by Ofsted, Team Rushden comprises of a supportive, dedicated and committed body of staff, as well as an incredible group of students who are extremely grateful for the education they receive. We are proud of the community we serve and the sky is the limit for the students within our care.

Our latest Ofsted report recognised the strength of our team stating *"All members of this school community are a part of what is commonly known as 'Team Rushden'. This team encompasses a caring ethos, shared values and high expectations, which exude throughout the school. Pupils feel safe and happy in this environment."*

We are looking to appoint an exceptional Literacy Leader who can deliver a full spectrum of teaching to Key stage 3, 4 and 5 pupils.

The successful candidate will receive unrivalled support, excellent continuing professional development and lots of opportunities for career development.

Rushden Academy is part of a highly successful trust called Tove Learning Trust (TLT). We are very well supported by TLT, we have excellent networks across the trust for collaboration purposes and staff can access a range of training programmes both within school and across the trust.

We share our sixth form, this provision is called The East Northamptonshire College (TENC), we are fortunate to have a special relationship with a local secondary school, sharing our expertise not only at KS5 but also at KS4 with cross moderation and quality assurance systems.

If you feel you could make a significant contribution to Team Rushden then we would very much welcome your letter of application together with a completed application form.

Please note - the application deadline may close earlier if the level of interest is high.

For further information please see our website, Facebook page and Twitter feed.

[Facebook](#)

[Twitter](#)

You can find out more at [www.rushden-academy.net](http://www.rushden-academy.net)

## Job Description & Personal Specification: Teacher

### Job Purpose

To deliver, as part of a professional team, a high quality of teaching to enhance learning for all students.

### Job Description for Classroom Teacher

#### Responsibilities

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the curriculum area/s designated in the timetable

To plan, monitor and support the overall progress and development of students as a teacher/Form Tutor

To undertake mentoring as required

To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth

To be accountable for progress and development of students taught by analysing data and comparative data relevant to classes taught putting strategies in place to secure improvement

To ensure that there is a stimulating and attractive learning environment to teach in.

To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required and provide, or contribute to, oral and written assessments, reports and references relating to individual students a groups of students

To ensure that ICT, Literacy, Numeracy and functional skills and subject specialism(s) are reflected in the teaching/learning experience of students

To ensure a high quality learning experience for students which meets internal and external quality standards and which uses a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus

To prepare and update subject materials

To ensure good behaviour of students in designated teaching groups and to implement rigorously the academy policies relating to behaviour management, teaching and learning and classroom practice

#### Operational / Strategic Planning

To lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Team

To lead the Curriculum Area and teams development plan and its implementation

#### Contribution to the academy

To take part in the academy's staff development programme by participating in arrangements for further training and professional development and continue personal development in the relevant areas including subject knowledge and teaching methods.

To engage actively in the Performance Management Review process.

To ensure the effective/efficient deployment of classroom support.

To work as a member of a designated team and to contribute positively to effective working relations within the academy.

To help rigorously implement self-evaluation procedures

To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

To review from time to time methods of teaching and programmes of work as necessary and/or requested.

To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Maintain records and to provide relevant accurate and up-to date information as requested

Complete relevant documentation to assist in the tracking and monitoring of students' progress.

To communicate effectively with the parents of students as appropriate and where appropriate, communicate and co-operate with persons or bodies or agencies outside the academy.

To follow agreed policies for communications in the academy.

To take part in activities fostering links with others such as parents' evenings, review days and liaison events with partner academies.

To play a full part in the life of the academy community, to support its distinctive vision and ethos and to encourage staff and students to follow this example e.g. links with the local community and extra-curricular academy activities, for example Duke of Edinburgh Scheme.

To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.

To assist team leader to identify resource needs and to contribute to the efficient/effective use of physical resources for the benefit of the academy, curriculum area and students

To support the academy in meeting its legal requirements for worship

### Pastoral System

To be a Form Tutor to an assigned group of students.

To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

To liaise with a Pastoral Leader to ensure the implementation of the academy's Pastoral system.

To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.

To evaluate and monitor the progress of students and keep up-to-date student records as may be required and contribute to the preparation of action plans and progress files and other reports.

To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.

To apply the Behaviour Management systems so that effective learning can take place.

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



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#### Disclosure Level: Enhanced DBS

The post holder will meet and promote all relevant professional standards. He/she will be responsible for promoting and safeguarding students he/she is responsible for, or comes into contact with.

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Undertake to complete all the duties specified in the STPCD and meet the relevant professional standards as specified by the TDA.

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#### Conditions of Employment

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

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The post holder is expected to carry out the duties of schoolteacher as set down in the Teachers' Pay and Conditions Documents.

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