

# Theale Green School



## SECOND IN ENGLISH CANDIDATE BRIEFING PACK

**JANUARY 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



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## WELCOME FROM THE HEAD OF SCHOOL OF THEALE GREEN SCHOOL

Thank you for your interest in the post of Second in English at Theale Green School.

This is an exciting position for a candidate that has a passion for education and who is a team player with strong organisational (and IT) skills. We are looking to welcome a colleague to join our team who has aspiration, a can-do attitude, and who enjoys working with young people and adults alike.



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 can build excellent relationships with both young people and adults, is flexible in their approach and enjoys the dynamic environment of school life. In all schools, the role of Second in English is crucial for ensuring students receive a rich curriculum and classroom experience that will challenge them to achieve the best possible grades. Improving student’s levels in English is of particular importance, as this will enable students to progress in to becoming successful young adults. We have a wonderful English team who are experienced and forward thinking this vacancy has come about through the promotion of the previous post holder and the growth of our school. If you are the right person to join this team and can bring value to Theale Green School, then we really look forward to receiving your application.

**Charlotte Badarello**  
**Head of School**

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## WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST AND THE EXECUTIVE PRINCIPAL OF THEALE GREEN SCHOOL

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 received a recent Good grading from Ofsted, which is testament to all the hard work and positivity that has taken place, and which 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

**Mark Blackman**  
Executive Principal

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)

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## SECOND OF ENGLISH

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

**Salary Range MPS/UPS + TLR2 (2)**

**Hours Fulltime**

**Start date September 2024 (sooner start date may be possible)**

This is an exciting position for a candidate who has a passion that education can “transform lives through learning”. We are looking to welcome a colleague to join our team 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.

Our English Department, at Theale Green School, is vibrant and engaging; the students are the focus of everything we do. A leading department in the school, we have made rapid improvements at both GCSE and A level which are reflected in our results. The past three years evidences strong increases in both Language and Literature. Moving from a 64% to 71% pass rate at GCSE an external English review reflected that English students recognise the passion for teaching within the department coupled with ‘strong subject knowledge’.

At KS5, a highly innovative leader has moved results from an ALPS 7 to 2, with pass rates above national average and West Berkshire averages (top 5% nationally). Students at Theale Green recognise the value of the learning journey that the English Department offers from KS3 through to KS5. The English Department is staffed with dynamic teachers who ensure our teaching practice maximises standards of student progress and attainment. The successful applicant will be expected to continue the vision that we share to further enhance the progress of students at Theale Green School. The concluding comment of the English Review stated that ‘the English Department has the potential to be an outstanding department’. This mirrors the vision for the team and therefore we seek a dynamic and forward-thinking specialist to help us achieve our department goals.

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, Head of School. 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:** 9am on Friday 19<sup>th</sup> January 2024

**Interviews will take place on:** Thursday 25<sup>th</sup> January 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.



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# 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.

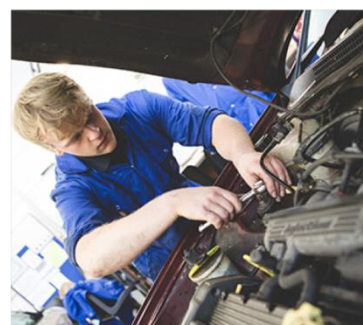
## OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



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## THE LEARNING PHILOSOPHY

**Our award-winning Learning Philosophy helps us all understand how best our students learn and how we teach our learners effectively.**

We utilise the important relationship between the following elements:

### **Brain**

Our brains are capable of incredible things. From the study of neuroscience, we understand that the brain connects neurons to make networks. These networks strengthen and work faster through repeated use. We believe in hard work and recognise the value in working through our failures so that we are constantly learning and improving.

### **Motivation**

We need to motivate ourselves in order to do the practice that strengthens the networks in our brains. By repeatedly demonstrating the relevance and impact of newly learnt skills and knowledge, we maintain our students' motivation.

### **Emotions**

Our emotional response to studying has a massive influence on how we learn. The more positive our learners' emotional response to studying is, the more likely they are to engage with and remember what they're learning.





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# 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.



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## 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 and carers, 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: HEAD OF ENGLISH

### Job Purpose

### Main Responsibilities

- Under the reasonable direction of the Head of English, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
- To raise standards of student attainment and achievement within English, to monitor and support student progress
- To support the Head of English and be accountable for student progress and development within the English department
- Support a culture of aspiration within the English department, particularly beyond the National Curriculum
- Support the development of and enhance the teaching practice of others
- To support the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying English, in accordance with the aims of the school and the curricular policies
- To support the leading, management and development of the English department
- To support the effective management and deployment of teaching/support staff, financial and physical resources within the English department

### General Leadership

- Maintain a high profile around the department and school in terms of energy, positivity enthusiasm and high standards – setting the culture
- Support a climate in which teachers are motivated and are encouraged to develop their practice to the highest standards
- Role model the Teachers' Standards at all times to all of the team
- Support and 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
- Support and 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 specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the English department
- Support the day-to-day management, control and operation of course provision with the English department, including effective deployment of staff and physical resources
- Support the implementation of school policies and procedures which reflect the school's commitment to high achievement through effective teaching and learning
- Support the embedding of Staff and Student Voice into the Department Improvement Plan

### Quality of Education

- Support whole school literacy CPD across the school to improve student's literacy levels
- Be committed to driving the highest standards of pedagogy in support of the Theale Green Way

- Work with other professionals and the Head of English to work with other faculty's to agree schemes of learning so that the content of courses is cohesive, coherent and so provides students with a broader understanding of English, literacy and its links with other fields of study
- Support and ensure that statutory requirements of the National Curriculum are met
- Support the evaluation of the design and delivery of the curriculum for English and to continuously strive to improve all aspects
- Support the monitoring and evaluation of progress towards meeting student achievement targets, taking action where needed
- Support effective assessment, recording and reporting system of student progress in English
- Support the monitoring of the external and internal environment so that appropriate initiatives continue to influence and improve learning for students and staff
- Support the leading of the department in effective behaviour for learning strategies
- Support the faculty teaching staff as necessary in the management of complex students and families

### Financial Management

- Support the setting of long term and short term budgets for resourcing the English department appropriately and effectively
- Support the monitoring of actual spend against forecast  
Support the Head of English to make sure that 'Best Value' principles are applied to all appropriate purchasing decisions and that the use of financial resources has a clear impact on improving student outcomes
- Support the exploitation of business opportunities to improve the resources and opportunities of the English department

### People Management

- Support the Head of English to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To continue own professional development as agreed with the Head of English
- Support the efficient and effective deployment of learning support staff
- Support the Head of English to undertake Performance Management Review(s) and to act as reviewer for designated staff within the English department
- Support appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the English department, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the English department
- Support the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To participate in the school's ITT programme
- Support the networking with secondary schools in the area to share best practice

### Quality Assurance

- Support the effective operation of quality control systems (including data monitoring)
- Support the Head of English to establish and maintain common standards of practice within the English department, and other departments within the English department
- Support the school procedures for monitor, evaluation and review (MER) of all aspects of the department
- To seek/implement modification and improvement where required

### Management Information

- Support the maintenance of accurate and up-to-date information concerning the English department in Classcharts
- Support the use of analysis tools and evaluate performance data provided
- Support the identification of and appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken

- Support the production of reports within the quality assurance cycle for the English department
- Support the production of reports on examination performance, including the use of value-added data

## 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 three years teaching experience	D
Evidence of successful experience of curriculum/subject development	E
Experience of successfully managing a significant aspect of whole departmental change	E
Experience of more than one secondary school	D
Further degree or diploma	D
Experience of leadership and management	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	D
Knowledge of whole school developments in education	E
Evidence of leadership skills	D
Proven ability to work helping improve classroom practice	E
Ability to build and work with an effective 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
Strong ICT skills	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



TRANSFORMING LIVES  
through Learning