



Head of English

CANDIDATE PACK

www.rutlandfederation.com

Main Pay Scale + Federation benefits
Plus, an allowance of Responsibility Point 20
£13,220 per annum, full-time equivalent
Start date September 2025



WELCOME LETTER FROM THE EXECUTIVE PRINCIPAL

Dear applicant

Thank you for taking an interest in working at the Rutland and District Schools' Federation, comprising of Catmose College, Catmose Primary and Harington School. Whilst all three schools within our Federation have their own distinctive features, they all share the same passion for academic success and encourage all students to develop a range of musical, sporting and artistic talents. Behaviour across all three schools is outstanding. We are proud that the Federation runs on an ethos of trust and mutual respect; no rooms are locked in order to enable all students to make the most of the facilities on offer. However, I believe that great schools are not made by the buildings they occupy, but by the people who work within them.

Catmose College is an Outstanding and oversubscribed school of over 1000 students. Students are taught in a purpose-built and fully equipped building. Our students are hardworking and talented; their contributions make our College truly exceptional. We offer an extensive curriculum both inside and outside the classroom to ensure that every student can develop their existing strengths as well as discover new ones. Our academic courses are complemented and enhanced by an 'electives' programme which encompasses the creative arts, sport, music and drama, with many further opportunities also available in our flourishing extracurricular programme.

The Federation follows a holistic approach, treating staff and students as individuals and values every member of the Federation equally. For example, staff do not go to the front of queues, but instead join at the back in order to demonstrate the behaviour we wish to see in our students. It is this principle of 'equal value' that underpins the calm, purposeful and happy atmosphere that we all enjoy.

All staff across the Federation take great pride in being part of such a positive working environment, all working towards the same goal: to give our students every opportunity to achieve the very best and have positive educational experiences that they will remember for the rest of their lives.

We are committed to providing all staff with opportunities for professional development, recognising that individual training and development should enable staff to progress and enhance their careers.

Yours faithfully

Stuart Williams
Executive Principal





COMPETITIVE BENEFITS

Main Pay Scale + Federation benefits Plus, an allowance of Responsibility Point 20 £13,220 per annum, full-time equivalent

- Relocation support for hard-to-recruit subjects.
- Vast range of staff training including a funded Master's scheme.
- Primary, secondary and sixth-form teaching opportunities.
- Staff laptops.
- Priority admission for children of staff to the College and Primary.
- Flexible working; parttime and a job share considered.
- A broad range of opportunities to engage in extracurricular trips and activities.
- A subsidised restaurant, refectory and orangery.
- Complimentary lunch on staff training days.
- Cycleshare scheme salary sacrifice for bike purchases.
- Free parking.
- Holidays outside of the usual term-time pattern, including a two-week autumn break and an early summer.
- Private health insurance





THE ROLE

If you are an experienced teacher of English who is keen to take the next step in their career by leading and developing our English provision, then this could be the role for you.

The English team have a range of experience from Early Career Teachers (ECTs) to A level leads and have worked hard to develop a curriculum that prepares our students to flourish. In 2024 the team achieved a progress 8 score of +0.52 and contributed to our recent Ofsted judgement of 'Outstanding.' As Head of English you will ensure that all members are supported so that this strong track record is maintained. Alongside high standards of academic progress the team have a strong commitment in providing extracurricular opportunities for students, such as, trips, the weekly Electives programme and carefully targeted intervention.

You will ensure that all English teachers have support that is robust and appropriate to their career stage. The professional development of all teachers within the team will also be part of your role and integral in fostering high levels of job satisfaction. The organisation of the Accelerated Reader programme and delivery of impact will be one of your many priorities as we continue to develop reader confidence so that all students are able to fully access the whole curriculum. You will maintain the ethos of the College within the English team through close attention to our rewards and sanctions processes.

You will lead the English curriculum from policy to the quality assurance of its implementation. This will involve regular reviews of all aspects of a well-structured curriculum that helps our students to hone skills and know and remember more.

You will have already gained some middle leadership experience and are motivated to lead a team. You will have a good track record in achieving strong results at GCSE and possibly A level. We are advertising this position in two ways as we are keen to also consider someone with current experience in leading English who is ready to develop their skills with additional whole school responsibilities. Details of that role can be found in a separate advert. There is only one post.



ROLE DESCRIPTION

JOB PURPOSE

The Head of English will provide leadership and direction in line with the strategic objectives and targets as outlined in the annual Transformation Plan. They will be responsible for innovating, maintaining and developing excellence in every aspect of the team's performance to ensure that the College remains at the forefront of educational practice.

LEADERSHIP & MANAGEMENT

- Secure good and better teaching and learning throughout the team to ensure outstanding progress for all students in line with the College ethos.
- Secure good and better examination results in English.
- To liaise with a link Vice Principal.
- To identify and implement appropriate strategies for staff and students to achieve success and realise their full potential.
- To manage student behaviour so that disruption is unusual.
- To manage their team of staff so that they perform at a high standard.

TEACHING & LEARNING

- Consistently deliver good or better lessons.
- Lead and contribute to the development of a high-quality curriculum.
- To plan and oversee assessments that are robust and appropriate.
- To continue to develop own practice through active research and collaboration, using new technologies when appropriate to improve learning.
- To ensure the development of reading is central to the curriculum so that all learners can access all areas of the curriculum.



ROLE DESCRIPTION

HEAD OF ENGLISH ROLE

- Ensure outstanding student outcomes in English.
- Ensure consistent student management across the team.
- Use data and analysis to ensure that intervention is deployed quickly and efficiently to guarantee outstanding student outcomes.
- Line-manage relevant support staff.

COLLEGE REVIEW

- Support the vision and ethos of the College.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the College's routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the College, taking into account examination results, the quality of lessons and the views of parents, students and staff.
- To proactively respond to issues identified in the College review to bring about sustained improvement.

LIAISON

The Head of English will work with a range of both internal and external stakeholders to secure the commitment of the wider community to the ethos and vision of the College.

STAFF DEVELOPMENT

The Head of English will be committed to both their individual professional development and the development of the staff for which they have responsibility.

OTHER DUTIES

Any other reasonable duties as requested by the Principal.





PERSON SPECIFICATION

CRITERIA	REQUIRED	DESIRABLE	EVIDENCE
QUALIFICATIONS	At least 2:1 honours degree Qualified Teacher Status	National Professional Qualification or equivalent Master's Degree (leadership)	Letter and certificates
PERSONAL QUALITIES	<ul style="list-style-type: none"> An ambitious, resilient, hard-working and adaptable individual with aspirations of reaching the highest positions within education. A belief in treating students and staff as individuals: Equal Value. A belief that all staff and students can be successful: Outstanding Progress. A belief in putting students' best interests ahead of one's own. A commitment to leading from the front; never expecting anything of others that you wouldn't be willing to do. 	<ul style="list-style-type: none"> An effective people manager who is able to bring about improvements in staff and student performance. A focus on achieving the best outcomes for the College. An imaginative leader who is able to creatively and efficiently manage resources to ensure success. An ability to convince others. A good listener who adapts their planning as a result of criticism, feedback and consultation. Able to work effectively with all stakeholders. 	Letter and interview
TEACHING AND LEARNING	<ul style="list-style-type: none"> Has a consistent record of delivering lessons at good or better. Has evidence of good examination outcomes for own teaching groups, including the progress of the teams. Has led a range of extracurricular activities including intervention, day trips, Duke of Edinburgh or residential. 		Lesson observations, examination outcomes as evidenced in letter of application.
EXPERIENCE	<ul style="list-style-type: none"> Has evidence of significant impact on the educational progress of students other than the teacher's assigned classes or groups of students, as deputy subject lead for at least 2 years. Has had significant responsibility including leading a project with evidence of impact or line management of a number of people. Has evidence of ensuring strong behaviour practice in classes other than their own. 		Letter of application and interview including evidence of examination results for a team of teachers. Interview.
COLLEGE REVIEW	<ul style="list-style-type: none"> Evidence of using data to inform planning and improved outcomes. Has evidence of monitoring and intervening with teaching staff to improve performance. Implement plans to a successful conclusion. Review plans to demonstrate reflection on success. 	Has evidence of whole school responsibility to proven impact.	Letter of application and interview.
STAFF DEVELOPMENT	<ul style="list-style-type: none"> Has a proven track record of leading, developing and enhancing the teaching practice of other staff. 	Has begun or completed a masters degree or further relevant leadership course.	Interview and letter of application.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.



ABOUT OAKHAM

Oakham is the county town of Rutland in the East Midlands of England, 25 miles east of Leicester, 28 miles south-east of Nottingham and 23 miles west of Peterborough. Oakham has a population of approximately 11 000. It is one of the most beautiful places in the country to live and work. Rutland is proud of its rural heritage with its stunning countryside and rolling hills making it a great place to hike and cycle.

Oakham lies to the west of Rutland Water. Rutland Water is the largest man-made reservoir in Europe. Set in 4200 acres of open countryside, Rutland Water lies at the very heart of the county and is widely regarded as a leading centre for water and land based leisure activities and has year-round appeal for fishermen, cyclists, sailors and bird watchers.

You can discover hidden gems in and around the town, including Oakham Castle and Rutland Museum. Oakham offers a range of independent cafes and restaurants along with our own local brewery.

For more information visit www.discover-rutland.co.uk





WHY WORK HERE?

7 REASONS FOR JOINING OUR TEAM

1

OUTSTANDING FACILITIES

Catmose College moved into its £26 million building in February 2011. In September 2023 a new building was completed with new science laboratories, an ICT suite and additional design technology and food classrooms. Harington School moved into its state-of-the-art building in November 2016. Catmose Primary has benefited from regular investment with a new science laboratory and outdoor play area. Each setting benefits from outstanding facilities that mean teachers are able to deliver their lessons with the equipment they need. Touchscreens are available in every classroom; staff laptops are replaced on a regular basis; iPads are available in classes for teaching purposes, and specialist facilities can be accessed by all students.



7

FEDERATION ACADEMY CONTRACTS

New staff have the benefit of academy contracts. These contracts have been carefully designed to ensure that staff have access to recognition for good and outstanding work.

Teachers with Responsibility Points 12 and above have access to private medical care if they wish to opt in to this benefit.

6

ELECTIVES

Formal lessons end at 12.20pm every Wednesday. After lunch, the College Elective system runs with over 100 6-week courses which are delivered by staff. This 90-minute session is designed to allow staff to deliver a subject they love to students in mixed age groups. To name a few; skiing, watersports, horse riding, and painting with watercolours. If you have a passion outside of your subject, you will be able to teach it at Catmose College. Support staff are also encouraged to get involved, either assisting in an existing Elective or leading their own. At Harington the full and diverse activities programme is designed to allow all students the opportunity to both enjoy areas of interest, and develop valuable leadership skills. Students have the opportunity to participate in a range of sports.



2

CROSS-FEDERATION OPPORTUNITIES

Federation staff have the opportunity to teach across the different settings, as the timetable allows. This is an excellent opportunity for professional development, but is also a rare opportunity to understand how students develop between primary and secondary school, and between the secondary school and sixth form. Training is provided if you have not taught at primary level or A level.



5

OUTSTANDING STUDENT BEHAVIOUR

Our students are exceptionally well behaved and recognise that they are part of an outstanding Federation. Pastoral and Intervention staff ensure that students and their teachers are supported in improving behaviour and progress. Students enjoy a great number of opportunities to develop their leadership skills, including the Duke of Edinburgh's Award, Young Enterprise, and Sports Leadership Awards.

3

CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

At Catmose College and Harington School the formal working day ends at 2.40pm each Wednesday. Staff training therefore takes place between 2.40 and 3.40pm. While there are several 'core' training sessions delivered annually, staff are free to choose the remainder of the training sessions they attend, based on their own needs and interests.

We offer over 100 different training sessions to meet the individual development needs of all staff to enable them to achieve excellent Performance Review outcomes.



4

SUPPORT STAFF

To enable our teachers to focus on students' learning we have a dedicated team of support staff who provide a wide range of skills and experience to ensure the Federation runs effectively and to the highest of standards. All support staff receive the benefits of an academy contract, a full induction programme and ongoing career development opportunities.





WHY WORK HERE?

IT'S NOT ALL WORK & NO PLAY

Our commitment to staff goes beyond the ordinary. Discover why working here is more than just a job; it's an inclusive and supportive environment.

At the Rutland and District Schools' Federation we understand our team is at the heart of our success. That's why we proudly embrace our open door policy, ensuring every staff member's voice is heard and valued. We believe that a collaborative and respectful workplace is the foundation for growth and achievement. Equality, diversity and inclusion are not just buzzwords, they are fundamental principles ingrained in our culture.

But it's not all work and no play here. We believe that a wholesome work-life balance includes a healthy dose of fun. Our social events bring teams together, fostering camaraderie and create memories that extend beyond the workplace.

We invite you to explore the opportunities that await you and join us in making a difference.

STAFF SOCIALS

WELCOME BACK CAKE

Share stories over a cuppa and slice of cake.

WREATH-MAKING

Join us for a wreath-making session that promises creativity, connection, and festive fun.

CROCHET AND CHATTER

Bring your own projects or kit can be provided to relax, chat and create together.

STAFF CHRISTMAS PARTY

'Tis the season to celebrate at Rutland Hall.

MINCE PIE MAKING

Get ready to roll up your sleeves and bake up some festive treats.

HAMBLETON DOG WALK

Let's make the dog walking a fun team activity. Are you in?

YOGA

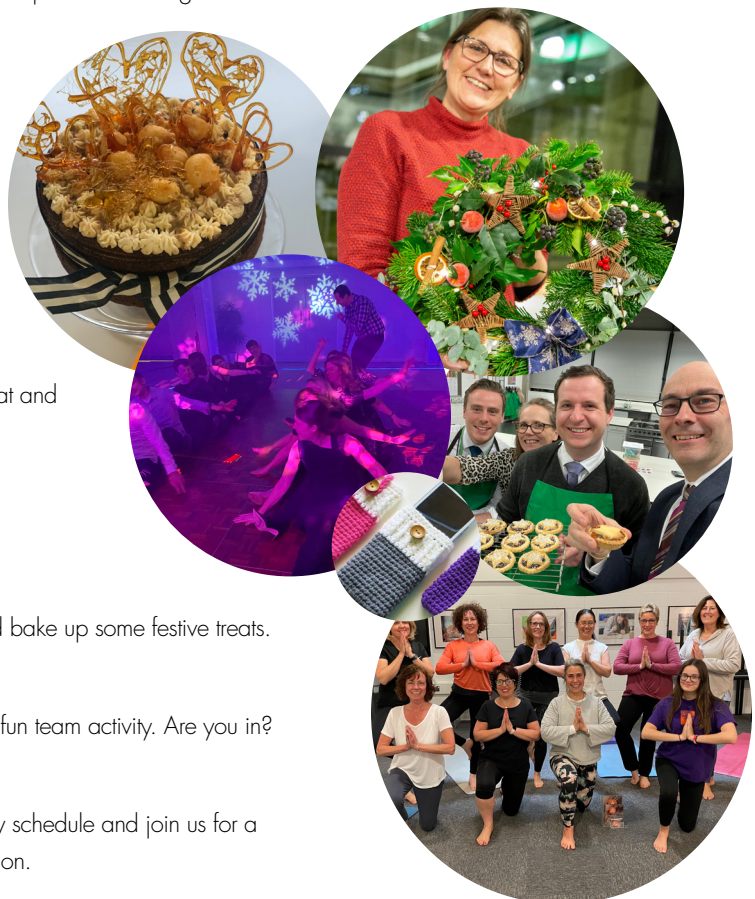
Take a break from your busy schedule and join us for a rejuvenating staff yoga session.

WATERCOLOURS

Take a photo and learn how to use watercolours to capture it.

END OF SUMMER TERM SOCIAL

Join us for a fun-filled outdoor event designed to foster camaraderie and teamwork, featuring delicious food, 'Staff and Wellbeing Awards', and a chance to connect with your fellow staff members in a relaxed atmosphere.





HOW TO APPLY

Application forms and information are available online at www.rutlandfederation.com or by emailing office@rutlandfederation.com

- You should write a letter of application on no more than 2 sides of A4.
- You should complete all sections of the application form.
- On the form clearly state the names, addresses, telephone numbers and email addresses of two professional referees; it is our usual practice to ask for references before shortlisting and always to ask for references before interviews.
- It is a condition of employment that you can provide proof of identity and qualifications gained.
- Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.
- Further information is within our Staff Recruitment Policy which can be found online at www.rutlandfederation.com/policies

Please note that due to the high number of applications we receive for positions, your application is unlikely to be considered if you do not follow these requirements. CVs are not accepted. The closing date is 9am on Tuesday 4 February 2025 and interviews will be held on Tuesday 11 February. Applicants will be advised if they are successful in gaining an interview by Thursday 6 February. You should send your application to Stuart Williams, Executive Principal, Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP. Applications can also be emailed to office@rutlandfederation.com

[DOWNLOAD THE APPLICATION FORM HERE](#)

Safeguarding

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

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