



Senior Assistant Principal English

CANDIDATE PACK

www.rutlandfederation.com

Leadership Pay Scale (L9 – L13) + Federation Benefits
£60,641 - £66,917 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

Leadership Pay Scale (L9 – L13) + Federation Benefits £60,641 - £66,917 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 Head of English who is looking for your first steps into senior middle leadership then this could be the right role for you.

The core responsibility of a Senior Assistant Principal will be to lead and develop our English provision, and you will also have some whole-school responsibilities. The team includes highly skilled and experienced subject specialists that have experience of teaching across all of the key stages including A level. In 2024 the team achieved a progress 8 score of +0.52 and contributed to our recent Ofsted judgement of 'Outstanding.' As a Senior Assistant Principal 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.

The successful candidate will galvanize the team including Early Career Teachers (ECTs) and ensure that the support is robust and appropriate to their career stage. The professional development of all teachers within that 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 and promote 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 implementation. This will involve regular reviewing of all aspects of a spiralled curriculum that at least covers the National Curriculum and helps our students to hone skills and know and remember more.

Ideally, you will be an experienced Head of English with an ability to lead your team to achieve strong results at GCSE and A level. We are advertising this position in two ways as we are also keen to consider someone who may be a strong candidate and looking to start their middle leadership development with us. Details of that role can be found in a separate advert. There is only one post.

You will also take part in whole school leadership responsibilities which will be decided dependent on our Transformation Plan and your experience. You will be involved in the quality assurance of reports and be part of the leadership team that meets weekly. This role requires the skillful balance of embedding whole school priorities and the work load and termly priorities of the English team.





ROLE DESCRIPTION

JOB PURPOSE

As part of the leadership team, the Senior Assistant Principal plays a key role in leading and developing excellence in every aspect of our operation, ensuring that the College is recognised by our clients as providing an outstanding service.

The Senior Assistant Principal is also responsible for a key strategic responsibility in line with the objectives and targets as outlined in our Transformation Plan. This will be agreed annually to provide a breadth of senior leadership experience around the curriculum, pastoral and extracurricular activities.

The Senior Assistant Principal has a key role in demonstrating vision and leadership in the delivery of this key responsibility and will be asked to attend specific senior leadership meetings and governor scrutiny to give updates on this area.

As a Senior Assistant Principal, this role also manages a large team of staff, ensuring that the progress of the students is outstanding.





ROLE DESCRIPTION

OBJECTIVES

The Senior Assistant Principal will provide vision, leadership and direction within the College, in line with the strategic objectives and targets as outlined in our Transformation Plan.

The leadership team has responsibility for all aspects of leading the College's development on a day-to-day basis.

In addition to the general duties of a teacher (see job description) and those outlined above, Senior Assistant Principals will undertake the following roles:

MANAGEMENT OF SUBJECTS

Senior Assistant Principals play a key role in maintaining and driving standards in the areas for which they have responsibility. This will include securing high-quality teaching and high standards of achievement for all students. This will be achieved through the following requirements of the post:

- The mentoring and coaching of teachers in order to secure the highest possible outcomes.
- The development and implementation of an effective curriculum for the subject for which you are responsible.
- The identification and implementation of appropriate strategies to support staff and students to achieve success and realise their full potential.
- Implementing effective intervention and support strategies for staff or students who need additional support.

GENERAL LEADERSHIP RESPONSIBILITIES

- To lead by example, supporting the ethos of the Federation in a way that inspires, motivates and challenges students and staff to provide an outstanding service.
- To monitor the quality of teaching and learning through regular learning walks and student panels with feedback to the team as part of the annual review process and as otherwise required.
- To ensure that all students are prepared for the opportunities, responsibilities and experiences of the outside world by offering a range of activities outside of the classroom, for example, trips, visits, Electives, Duke of Edinburgh or sports teams.
- To ensure that all the statutory obligations within the area of key responsibility are fulfilled.

Alongside a specific whole-College role, you will also be a senior presence around the College, for example, carrying out an evening duty once a week where you will be the leader responsible for any students in the building until you ensure they have all left at 5pm. You will support out of hours events for example, a production, music event or for the arts, on at least two occasions during the year. At lunch you will support the rest of the senior leadership team in promoting a calm atmosphere across the site.





ROLE DESCRIPTION

STAFF DEVELOPMENT

Senior Assistant Principals will be committed to both their individual professional development and the development of the staff for which they have responsibility. This will include the following aspects:

- Leading in the induction of new staff.
- The coaching and mentoring staff as part of team line management or associated with specific individual responsibilities.
- Identifying individuals who need further support in order to carry out their duties effectively and managing this process.
- Supporting the completion of specific individual professional development opportunities as identified through their performance management.
- Participation in the College's annual performance reviews.

SPECIFIC WHOLE-COLLEGE RESPONSIBILITY

A specific area of responsibility will be agreed with you annually and will usually change every two years in order that you gain experience in leading a range of aspects of senior leadership. The expectations and targets for the role will be agreed through the annual performance reviews.

This area of key responsibility is likely to be one or more of the following:

- Attendance
- Transition
- Admissions
- Electives
- Quality Assurance
- Tutorial programme
- Teaching and learning
- Staff training

STAKEHOLDER ENGAGEMENT

Senior Assistant Principals will work with a wide range of both internal and external stakeholders to secure the commitment of our wider community to the ethos and general aims and direction of the College.

These will include:

- Members of the leadership team.
- Teaching and support staff.
- Students.
- Parents, guardians and carers.
- Members of the wider community and other external agencies.
- The local authority and social care.
- Federation Trustees and College governors

ROLE DESCRIPTION

STRATEGIC DEVELOPMENT OF THE FEDERATION

Senior Assistant Principals will take a strategic lead on developments within the Federation, including but not limited to:

- Initial teacher training provision within the Federation.
- Supporting our Federation partners.
- School-to-school support under the guidance of the Executive Principal.

QUALITY ASSURANCE

Senior Assistant Principals will play a key role in the strategic monitoring, evaluation and review of data to support the achievement of the College's targets. This will require the post holder to:

- Set aspirational targets for teams, individual teachers and students they lead.
- Lead staff in implementing and reviewing our transformation planning.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Actively uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extracurricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.



PERSON SPECIFICATION

CRITERIA	REQUIRED	DESIRABLE	EVIDENCE
QUALIFICATIONS	At least 2:1 honours degree Qualified Teacher Status	National Professional Qualification for Headship (NPQH) 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 significant experience of leading a substantial area of the College to demonstrable success with improving outcomes. <p>Curriculum improvement:</p> <ul style="list-style-type: none"> Student intervention. Student performance tracking. <ul style="list-style-type: none"> Has current leadership role of at least two years, as a head of subject with a proven track record of success. 	<ul style="list-style-type: none"> Has two years' experience of leading an aspect of whole school development to demonstrable success. <p>Human resource management:</p> <ul style="list-style-type: none"> Staff performance. Lesson observation. <p>Pastoral:</p> <ul style="list-style-type: none"> Student counselling and support. <p>Curriculum Management:</p> <ul style="list-style-type: none"> Timetabling within a team area. Curriculum design <p>Quality assurance:</p> <ul style="list-style-type: none"> Ofsted experience Lesson observations 	Letter and interview



PERSON SPECIFICATION

CRITERIA	REQUIRED	DESIRABLE	EVIDENCE
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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 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 benefitted 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

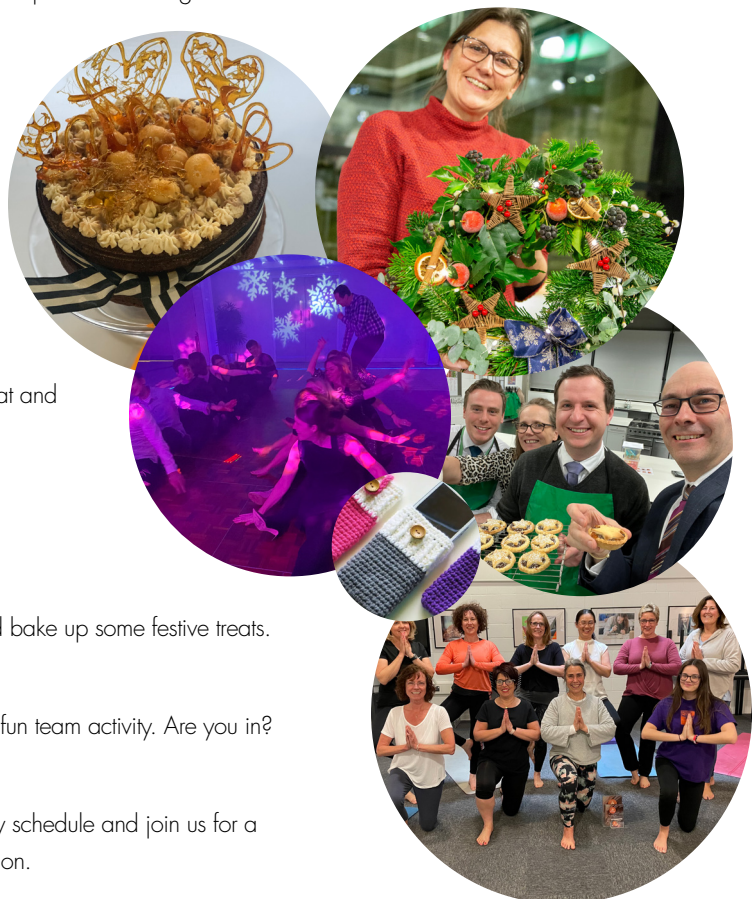
Take a break from your busy schedule and join us for a rejuvenating staff yoga session.

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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