

# THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



## The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

### THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

[www.castleschool.co.uk](http://www.castleschool.co.uk)

### COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

[www.courtfields.net](http://www.courtfields.net)

19 December 2017

Dear Applicant

I am delighted that you are interested in working at The Castle Partnership Trust and look forward to welcoming you to our school sites for a visit if you can, so that you can see first-hand what we are about and what we can offer you. Our schools are friendly and welcoming and our parents and students are always very appreciative of what staff do for them. We frequently have appreciative compliments from parents and members of the community, which I like to read out in staff briefings so people get the recognition they deserve. This builds a positive and warm school community where everyone is valued.

The Castle Partnership Trust is seeking new staff interested in joining this outstanding Trust comprising two secondary schools and a growing number of primary schools and a successful and thriving Teaching School which offers a range of opportunities to teachers wanting to pursue a career in leadership or training. We currently have a leadership opportunity in English from September 2018 with the chance of being part of the development of literacy across the Trust and/or through the Teaching School. We are looking for someone who is either already a Head of English and looking for a new challenge or an effective second in English who we can invest in to take on a leadership role in the Trust to work in a team with Assistant Headteachers and Heads of English.

We are committed to reducing workload for teachers by reducing class size and so are also looking for cheerful and committed Teachers of English to join our warm and supportive teams.

At The Castle Partnership Trust, we value teachers. We have an outstanding record of training teachers and investing in our staff, believing that potential, enthusiasm and good subject knowledge leads to great learning. Our excellent CPD programme supports that; even the best teachers need to keep refreshed and interested, and to be given opportunities to develop themselves. We are serious about education for our students AND our staff.

We love diversity and richness in our school so we welcome teachers at the beginning of their career, as well as teachers who are further on in their careers, perhaps looking for something different and who wish to bring up their families in beautiful Somerset landscapes, enjoying a better quality of life. We are committed to reducing workload and are determined to reduce class sizes so that teachers too can have a quality of life. This is part of our Resilient Classrooms strategy that seeks to ensure good mental health for staff and for children.

An exciting new opportunity for our staff is to deliver the International Baccalaureate (IB) at the Bridgwater and Taunton College site which is our closest neighbour. We are very interested in candidates who have experience of delivering the IB or A levels. The Castle School and Court Fields are natural catchments for the IB and we have many students who already progress onto the IB at the various Post 16 providers in the area.

Whatever stage you are at now, whether you are focused on your classroom practice or if you are looking to further your career, we have a superb CPD programme for everyone through

our Teaching School. If you are ambitious to progress in your career, we will give you opportunities to develop leadership and management, to work with some of the best teachers in the country and to learn leadership from some of the best in the profession. We are aligned to the LSSW who are the providers of the NPQ programmes and many of our leaders will be delivering these programmes. We also have internal programmes for school leadership, Head of Department or Faculty, Pastoral leaders, Aspiring Strategic Leadership and our Exemplary Teacher programme. 80% of the 20 participants on the school leaders course went on to gain promoted posts either within or beyond the Trust. We regularly offer secondments to SLT for those interested and the Trust is a growing and thriving community where there are joint faculty meetings and CPD so that we all learn together and serve all the children in our Trust. There are increasing opportunities to develop leadership across the Trust and across phases as we open our first new primary school in 2019.

I hope you will understand from this our commitment to your professional development. As a result of our belief in investing in staff, we have a thriving and successful Teaching School and work closely with other Teaching Schools. I do hope that the successful candidates will find this interesting and exciting.

Staff at all levels have a strong visible presence and are responsive to students. I want students and parents to know that if there is a problem, we will deal with it quickly - within one working day- and will take any action quickly and fairly. There must be no child invisible at The Castle Partnership Trust and incidents must be dealt with quickly and effectively so children know and trust that we will take care of things and will go the extra mile with them. We are also committed to widening participation so that every child participates in learning and enrichment and all members of the school community are expected to pursue these aims.

### **The Castle School, Taunton**

The Castle School is an outstanding school; it is good to have this recognised by OFSTED but it is more important that our students continue to receive the best education we can give them. Our students achieve some of the best exam results in the UK. We continue to achieve the top attendance rate in Somerset and that seems to me to be a good indicator of how much students enjoy school. We have been one of the top schools nationally for a number of years and are heavily oversubscribed with about 550 applications a year for 240 places.

This doesn't just happen of course. We work hard for our students and instil a positive learning ethos that is appreciative of others and supportive. Students have high aspirations and expectations of us as we do of them. Students will tell you the best thing about the school is the teachers and teachers will say the best thing about the school are the children and the staff who they work with. Children here achieve more than expected progress but it is critical to me that every child has a sense of belonging and worth, and that every child participates in enrichment and learning. We all know that exam results matter, they allow our students to progress in their education and to embark upon careers, but no less important is the kind of person they become. This leads to happy positive relationships, good health and to go on and live happy, prosperous (in every sense) and fulfilled lives. That is what we want for every single one of our children.

## **Court Fields School, Wellington**

The Castle has been working closely with Court Fields since January 2013 and some of our very best staff have moved to Court Fields, including leadership positions, to ensure the progress of students is as good as The Castle. Court Fields is now the most improved school in Somerset. The progress was recognised by the monitoring inspection team in November 2013 and in an unprecedented move, the lead inspector decided to make the monitoring visit a full section 5 inspection and took the school out of special measures in recognition of its dramatic improvement. Court Fields is well on its way to 'good' and, like The Castle School, the students at Court Fields are the best thing about the school. They are motivated and keen to learn but they are proud of their school and want to see it improve. Staff say that you never have to open a door for yourself, and there is never any litter.

This is an exciting stage of our growth as a Trust. If you wish to be involved in any of this, you will be very welcome. For those of you who are ambitious to progress in your career, this is an excellent opportunity to build up skills and experience that will prepare you for promotion at the right time. Equally, we want teachers who want to focus on their own practice and enrich children's lives and give them opportunities to become happy, prosperous adults with a strong moral compass and self-esteem, to contribute to society and participate.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

## **Somerset**

Somerset is a beautiful county. It is full of pretty villages and bustling market towns. It sits perfectly between Exeter and Bristol, both excellent shopping and entertainment centres, and between the Blackdown Hills, an area of Outstanding Natural Beauty, and Exmoor. Taunton itself is a thriving market town with superb connections to other parts of the UK. The M5 and railways connect us to London, with the average journey time by rail taking a little over 2 hours. According to [www.trainline.com](http://www.trainline.com), on an average weekday there are 36 trains per day travelling from Taunton to London Paddington, and Bristol airport is an easy 50 minutes drive.

Whether you are looking for a change of pace to bring up a family, or for a great centre for outdoor pursuits and exciting cities, Taunton is a perfect location. There are plenty of options for sports enthusiasts, with the Rugby Club, Somerset Cricket Club, as well as Taunton race course. There is even a Polo Club as well as water sports clubs for those who really want to branch out into new sports. Music is very important in Taunton and it is a venue for lots of acts where it feels like the whole of Taunton turn out. An unmissable local cultural event is the Carnival, especially nearby Bridgwater Carnival which claims it can be seen from space! Bright it certainly is but we're not sure it can be seen from space. Property prices are

reasonable and there is an increase in the available housing market with attractive new developments in the local area.

Wellington is a rural town that sits conveniently between Junctions 26 and 27 of the M5 motorway. International factories Swallowfield and Relyon are the main sources of employment. The Fox family have been a huge part of Wellington's history and the textiles company of Fox Bros, is still an important employer. The town's population is growing, thanks to new housing developments. There are 4 primary schools in the town, plus 3 in outlying villages, that all feed into Court Fields. Due to the new housing developments, another primary school will be built within the next few years, which will be part of The Castle Partnership Trust. It is a friendly town, with many sports clubs, including rugby, football, cricket and bowling. There is also a very popular sports centre, with swimming pool. The Oake Manor Golf Club is between Wellington and Taunton, and is a venue for live entertainment, as well as golf. The Wellington Monument is situated 2 miles away, on the Blackdown Hills, which is a popular walking area.

### **Further information about the post**

All staff are appointed to the Trust and are encouraged to explore both schools. Teachers are also allocated a tutor group.

The successful candidate will be privileged to work with highly professional and enthusiastic teachers. You will:

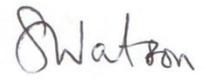
- Enjoy high quality professional development that will support you to be outstanding and exemplary. Our aim is to help every teacher not already on UPS, to achieve that.
- Have opportunities to progress in your career should you wish, including opportunities to apply for special school projects at Strategic Leadership level, and participation in a variety of excellent programmes for your development.
- Have opportunities to work with and in other schools.
- Enjoy the positive atmosphere and supportive ethos of The Castle School.
- Work with some of the best staff in the UK who are here to help and support you. We believe we are a team and all want the best for our children and each other.
- Enjoy the friendship and interaction with a vibrant and dynamic staff.

On a personal note, this is a fabulous Trust and it is a pleasure and privilege to work for our students and with our staff. This is the best school I have ever worked in and the best team of people I have ever worked with. They willingly give up time and invest enormous energy in educating our young people. We want people to join us who are similar and who have very high expectations of themselves and those they work with.

We are currently inviting expressions of interest to be emailed directly to me, Executive Headteacher of The Castle Partnership Trust ([SWatson1@castle.somerset.sch.uk](mailto:SWatson1@castle.somerset.sch.uk)). The final date for expressions of interest is Monday the 8<sup>th</sup> of January, however candidates will be contacted as they apply and interviews may be arranged individually.

Best wishes.

Yours sincerely

A handwritten signature in black ink that reads "S. Watson". The signature is written in a cursive style with a large initial 'S'.

**Sarah Watson**  
**Executive Headteacher, The Castle Partnership Trust**

## Job Description

The generic job description, which follows, outlines the main areas of responsibility for Head of Department position. Due to the nature of the role, there will be particular areas of responsibility and accountability, which will be negotiated with the successful applicant based on his/her strengths and the needs of the Faculty.

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

The Conditions of Employment of Teachers (contained in the School Teachers' Pay & Conditions Document) and the Teachers' Standards Frameworks produced by the Teacher Training Agency form part of job descriptions for teachers.

In line with both the complex nature of the roles carried out and the priority placed on development and improvement in all aspects of our work, job descriptions are written in terms of outcomes rather than simply a list of specific tasks.

The postholder shall perform, in accordance with any directions, which may reasonably be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

## ENGLISH

<b>Responsible for:</b>	Leading and managing the English Faculty
<b>Responsible to:</b>	Deputy Head for Curriculum
<b>Disclosure Level:</b>	Enhanced
<b>Liaising with:</b>	School Leadership Team, the department, other middle leaders, teaching and support staff, external agencies, organisations, individuals, parents.
<b>Working Time:</b>	195 days per year.
<b>Terms of employment:</b>	Permanent.
<b>Salary Scale:</b>	TMS/UPR + TLR/Leadership (specific point dependant on experience)

### Leading the Department

To lead through the high challenge and high support of colleagues within the Department so that every child achieves, belongs and participates. Building an effective team to raise attainment and implement appropriate change. The successful candidate will be an effective manager and will be able to:

- Carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' in order to provide a full and rich learning experience and support for students.
- To follow and implement the school's policies, and to ensure members of the team do likewise.
- To actively promote equality of opportunity to provide the best possible education for all students, taking into account ethnicity, gender, special-educational needs, English as an additional language, disability and emotional needs that may affect learning.
- Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.
- To ensure that every child participates in enrichment.
- To lead and develop a staff team, attend regular meetings including the Strategy meeting (Heads of Faculty) and provide a major input into whole school issues.
- To contribute to the School Improvement Plan and promote innovation within the department. As part of the contribution to the School Improvement Plan, to plan and ensure activities including beyond the classroom that will achieve the aims of the Plan. To develop and review regularly a Department plan which sets out the way the faculty will implement the School Improvement Plan.
- To be accountable for leading, managing and developing the subject areas within English.
- To develop and enhance the teaching practice of others and to ensure that every lesson is at least Good, taking action where it is not and supporting and coaching other staff to outstanding and challenging underperformance in a way that is rigorous and fair.
- To ensure that students make 4 levels progress across 5 years
- To liaise with primary schools to ensure that pupils have a solid understanding and knowledge on transfer to secondary.
- To deploy staff from within the Department in consultation with the Head and Deputy/ Assistant HT so that all specialisms are covered and complement each other.

### **Promoting Achievement across the Department**

- To be accountable for student progress and development within each subject and overall in the Faculty.
- To ensure the provision of an appropriately broad, balanced, and relevant and differentiated curriculum for students in each subject, in accordance with the aims of the school and the curricular policies as determined by the governing body and the Head Teacher.
- To track achievement of all groups and ensure 4 levels progress is made in all subjects within the department.
- To be responsible for whole school English extra-curricular provision.
- To communicate and cooperate with individuals or bodies outside of school.
- To effectively manage and deploy teaching / support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To demonstrate outstanding classroom practice and innovation and to assure and ensure that every lesson in the Department is at least Good.
- To ensure consistency and shared good practice across the separate subject disciplines, and to ensure that the English team complement and reinforce skills and content in each others' areas.
- To mark and assess work regularly and to manage the faculty's quality assurance procedures, including work scrutiny and monitoring of marking and feedback.
- To monitor student progress and set targets to ensure expected progress is achieved

- To listen to students' views and take account of this when planning, reviewing practice in the light of student views.

### **Leading Learning and Teaching**

- To make a positive contribution to the implementation of the School Improvement Plan
- To take responsibility for the effective management of the department's resources, schemes of work, etc. ensuring that there are schemes of work for each area, and that these support and promote outstanding teaching and learning, that they are differentiated and regularly reviewed in the light of student input.
- To help promote and develop a cross-curricular approach within and between the separate subject disciplines
- To develop the role and be an advocate of English.
- To ensure that every lesson within the area is at least Good, and to challenge and address underperformance in a rigorous and fair way
- To plan effective CPD for all colleagues.
- To run regular meetings that focus on teaching and learning and give opportunities for CPD in every meeting, as the School expects and models.

### **Core job functions: Personal Responsibility**

- To implement, adhere to and promote all school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of school life.
- To be an exemplar of all school policies and practices. In conjunction with the Business Manager and Premises Manager, ensure risk assessments throughout the department meet national guidelines and are updated as appropriate.
- To play a full part in the life of the school community, support its ethos and encourage staff and students to follow this example. To offer guidance and support to colleagues.
- To support the school in meeting all its legal requirements.
- To continue personal development as agreed.

### **Core job functions: Teaching and Learning**

- To undertake an appropriate programme of teaching in accordance with the duties of a Main Pay Scale / Upper Pay Range teacher.
- To deliver lessons that are at least Good.
- In order to lead the department in Teaching and Learning, your lessons must never be less than Good.

### **Core job functions: Operational / Strategic Planning**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies assessment, teaching and learning strategies in the Department.
- The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor, follow up on and evaluate student attainment and progress.

- To actively monitor, evaluate and intervene in teacher performance, supporting and coaching colleagues to ensure every lesson is good, and challenging, monitoring and intervening according to all guidelines where there is underperformance.
- To meet the standards for Middle Leaders

**Specific Responsibilities:**

To be established following consultation with the postholder.

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

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Faculty Leader is able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Subject Leader would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**