



Kimberley  
School



## Assistant Head Teacher Application Pack



Dear Applicant

**Assistant Head Teacher – Head of Sixth Form. Full Time. Starting 1<sup>st</sup> September 2021. L12-L16**

Kimberley is a great school and this role will enable you to play a lead role in shaping the futures of our talented students. This is an exciting opportunity for someone with successful experience of pastoral or subject middle leadership, who is passionate about improving Kimberley School and will provide an ideal stepping stone for anyone whose aspiration is to lead their own school.

Our simple aim is to enable every student to achieve or surpass their academic and social potential. In the last five years we have driven significant improvements across all aspects of the school and we are now providing the secondary school education that this community deserves. Our sixth form is a beacon of excellence and is the first choice post-16 destination for increasing numbers of our own students. Indeed, in recent years we have seen an increase in students joining us from other local schools. There are currently over 200 students attending our Sixth Form and that is forecast to increase further in the coming years.

In September 2020 we opened our brand new, multi-million pound, Sixth Form Centre. We have been the highest performing sixth form in the area for a number of years and we now have the facilities and buildings to match this.

However, we are not complacent and many challenges remain if we are to sustain and improve upon our successes and continue to provide the highest quality education for all of our sixth form students. The retirement of our current hugely successful Assistant Head Teacher has created this unique opportunity for a talented and experienced leader to take responsibility for the strategic development of the sixth form. This multi-faceted role encompasses oversight and leadership of quality of education, outcomes, personal development, enrichment and progression. Working with the head teacher and other senior leaders in school, the post holder will be able to grow the role to really make it their own. If you want to make a difference to young people's lives, then this may be the job for you.

At Kimberley we have striven to put in place a structure and culture that sets classroom teachers up for success. Students will be successful if talented teachers are able to focus on ensuring that their planning, teaching and assessment leads to all students enjoying learning and making outstanding progress. If you are appointed, you will play a lead role in leading and improving this structure and culture. The core roles of this post are:

- Sustaining an outstanding ethos for learning that enables all students to flourish academically and socially
- Implementing, monitoring and evaluating effective and statutorily compliant post 16 study programmes and enrichment opportunities, including the post 16 Personal Development curriculum
- Tracking the progress of all sixth form students, implementing and evaluating additional support when they are not on track to make outstanding progress
- Working directly with subjects and teachers where necessary to ensure sixth form students are on track to make good progress
- Setting and monitoring the highest expectations for teaching and assessment in sixth form lessons
- Line management and leadership of the Year Performance Leaders and the Sixth Form Assistants
- Leading on the planning and recruitment of all aspects of sixth form publicity and recruitment
- Leading on all aspects of planning and securing post 18 destinations
- Act as a Deputy Designated Safeguarding Officer for sixth form students
- Plan and run Year 11 and Year 13 Results' Days

The post will require you to work in partnership with the Senior Leadership Team to ensure the continuous improvement of the sixth form. Specifically, you will:

- Lead a calm, safe, environment where all adults secure the highest standards of student behaviour and academic achievement
- Lead and model best practice for all staff
- Lead on positive behaviour and attitude to learning

- Implement strategies that enable vulnerable students to achieve, attend and behave in-line with the rest of the school
- Promote and model good relationships with parents, which are based on partnerships, to support and improve students' behaviour, attendance and achievement

As a member of the Senior Leadership Team you will support the smooth day to day running of the whole school, including responsibilities outside the sixth form. Along with all senior and middle leaders across the school you will play a key role in ensuring that all staff achieve a sensible work/life balance, flourish in their roles and can achieve their professional goals. As an Assistant Head Teacher and part of the school Senior Leadership Team you will also take responsibility for leading on an area of school improvement outside of your sixth form responsibilities. When an appointment is made, we will work with the successful applicant to identify this area of school leadership; drawing on your strengths, experiences and aspirations.

All staff are recruited under our safer recruitment processes, in line with DfE requirements, which includes an enhanced DBS check. We have a suite of safeguarding procedures, policies and guidance for all of our staff and volunteers to ensure we actively promote children and young people's welfare and safety.

We are also committed to equality of opportunity in employment and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status or sexual orientation. This applies to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of service.

This application pack includes a job summary, job description and person specification. Applications must be made on an EMET application form which you can download from the [East Midlands Education Trust website](#). Please note that CVs will not be accepted. Applicants should include a statement, no more than 1 side of A4 (Calibri 11), setting out why you want this role and what difference you will make to students and staff of The Kimberley School if you are appointed.

I would urge all candidates to explore the school website to find out more about our great sixth form. If you have any questions or would like an informal discussion about the post or would like a tour around the school, please contact Wendy Bellamy, Leadership Support Team Leader, on 0115 9387000 or by email - [hr@kimberleyschool.co.uk](mailto:hr@kimberleyschool.co.uk)

**Closing date for receipt of applications: 9am on Monday 10<sup>th</sup> May 2021**

Andrew George, Head Teacher

<b>Job Summary</b>	
<b>Job Title:</b>	Assistant Head Teacher – Head of Sixth Form
<b>Location:</b>	The Kimberley School, Newdigate Street, Kimberley, Nottingham, NG16 2NJ, Telephone: 0115 938 7000
<b>Salary &amp; Hours of Work:</b>	Leadership Scale - L12 – L16 (£55,336 - £61,163)  Full Time
<b>Job Summary:</b>	<p>In order to ensure that all students access a high quality education; the key functions of this role are to:</p> <ul style="list-style-type: none"> <li>• lead on the running of all aspects of the Kimberley Sixth Form</li> <li>• leadership of a wider area of school improvement that will be agreed with the successful candidate after appointment</li> <li>• work as part of the Senior Leadership Team to support the smooth running of all aspects of the school</li> </ul>
<b>Application Process:</b>	Our method of application is via an application form. This can be accessed through our website vacancies page at: <a href="https://www.kimberleyschool.co.uk/vacancies">https://www.kimberleyschool.co.uk/vacancies</a> . CVs will not be accepted.

Job Description	
<b>Job Title:</b>	Assistant Head Teacher – Head of Sixth Form
<b>Reports to:</b>	Deputy Head Teacher - Curriculum
<b>Responsible for:</b>	<p>In order to ensure that all students access a high quality education; the key functions of this role are to:</p> <ul style="list-style-type: none"> <li>• lead on the running of all aspects of the Kimberley Sixth Form</li> <li>• leadership of a wider area of school improvement that will be agreed with the successful candidate after appointment</li> <li>• work as part of the Senior Leadership Team to support the smooth running of all aspects of the school</li> </ul>
<p>The key roles and responsibilities of this post are:</p> <ul style="list-style-type: none"> <li>• Leading on the day to day running of the Kimberley Sixth Form Centre to establish an outstanding ethos for learning that enables all students to flourish academically and socially</li> <li>• Implementing, monitoring and evaluating effective and statutorily compliant post 16 study programmes and enrichment opportunities, including the post 16 Personal Development curriculum</li> <li>• Tracking the progress of all sixth form students, implementing and evaluating additional support when they are not on track to make outstanding progress</li> <li>• Working directly with subjects and teachers where necessary to ensure sixth form students are on track to make good progress</li> <li>• Setting and monitoring the highest expectations for teaching and assessment in sixth form lessons</li> <li>• Line management and leadership of the Year Performance Leaders and the Sixth Form Assistant</li> <li>• Leading on the planning and recruitment of all aspects of sixth form publicity and recruitment</li> <li>• Leading on all aspects of planning and securing post 18 destinations</li> <li>• Act as a Deputy Designated Safeguarding Officer for sixth form students</li> <li>• Plan and run Year 11 and Year 13 Results' Days</li> </ul> <p>The post will require you to work in partnership with the Senior Leadership Team to ensure the continuous improvement of the sixth form. Specifically, you will:</p> <ul style="list-style-type: none"> <li>• Lead a calm, safe, environment where all adults secure the highest standards of student behaviour and academic achievement</li> <li>• Lead and model best practice for all staff</li> <li>• Lead on positive behaviour and attitude to learning</li> <li>• Implement strategies that enable vulnerable students to achieve, attend and behave in-line with the rest of the school</li> <li>• Promote and model good relationships with parents, which are based on partnerships, to support and improve students' behaviour, attendance and achievement</li> </ul> <p>Other specific responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Deputy Designated Safeguarding Officer</li> <li>• Oversight of the work of the Sixth Form Committee and Charity Committee; including supporting them on the planning and running of whole school and sixth form charity events</li> <li>• Sixth form Parents' Events/Transition Events/Communication</li> <li>• Sixth form Celebration Evening</li> <li>• Year 12 induction</li> <li>• Line management of identified subject areas</li> <li>• Whole school break/lunch-time duties and detentions</li> <li>• Sixth form self-evaluation, quality assurance and improvement planning</li> </ul> <p>As a member of the Senior Leadership Team your generic leadership responsibilities will include:</p>	

## SHAPING THE FUTURE

- Support the Head teacher and Governors in establishing a vision for the future development of the school.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school.
- Contribute to the identification of key areas of strength and weakness in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues.
- Promote a culture of teamwork in which the views of all members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school.

## LEADING LEARNING AND TEACHING

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Provide training for staff on effective teaching and learning.
- Contribute to target setting; including statutory procedures and targets for individuals and groups of students throughout the school.
- Support strategies to promote high standards of behaviour.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of students in the school.
- Monitor and evaluate classroom practice.
- Provide support for colleagues in improving their classroom practice.
- Help ensure quality provision for students' religious, spiritual, moral, social and cultural education

## DEVELOPING SELF AND WORKING WITH OTHERS

- Promote and safeguard the safety and welfare of children and young people.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

## MANAGING THE ORGANISATION

- Contribute to reviews of the organisation of the school to ensure it meets statutory requirements.
- Develop action plans in specified areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources to ensure they meet the school's identified priorities.
- Take responsibility for the appraisal of identified staff.
- Contribute to evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.

## SECURING ACCOUNTABILITY

- Support the Governing Body in fulfilling its statutory responsibilities in meeting its responsibility to account for the performance of the school.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.

- Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary

#### STRENGTHENING COMMUNITY

- Support the Head Teacher in building a positive school culture which takes account of the richness and diversity of the school's communities.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents which are based on partnerships to support and improve pupils' achievement.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification		
	ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Education to degree or equivalent level + QTS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of further professional study</li> </ul>
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Outstanding, sustained and successful experience as a teacher in a secondary context</li> <li>▪ Ability to use data to drive improvements in behaviour, attendance and progress</li> <li>▪ Knowledge and understanding of safeguarding issues</li> <li>▪ The ability to make accurate judgements about the quality of teaching and learning and use that information to raise standards</li> <li>▪ ICT competency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Up to date knowledge of Key Stage 5 curriculum and assessment</li> <li>▪ Up to date knowledge of post 18 destination routes and processes for applying for them</li> </ul>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>▪ Ability to successfully bring about improvement in standards</li> <li>▪ Ability to successfully problem solve</li> <li>▪ Positive attitude towards change</li> <li>▪ Innovative and self-reflective</li> <li>▪ Ability to plan and prioritise; to complete tasks efficiently on time; to work with detail</li> <li>▪ Ability to motivate, enthuse, persuade and consult</li> <li>▪ Ability to communicate clearly with a range of audiences</li> <li>▪ Ability to chair meetings effectively and delegate</li> <li>▪ Good negotiating skills</li> <li>▪ Resilience</li> <li>▪ Ability to lead in critical incident situations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to lead staff training</li> <li>▪ Ability to demonstrate a range of management and leadership styles appropriate to the situation, including appropriate delegation</li> <li>▪ Ability to coach and mentor middle leaders in their daily practice</li> <li>▪ Ability to hold people accountable and manage performance effectively</li> </ul>

<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>▪ Successful experience in a middle leadership role</li> <li>▪ Experience of impact at KS5 in a pastoral or curriculum context</li> <li>▪ Recent successful experience leading a large team of staff</li> <li>▪ Successfully led, planned, managed and evaluated change which has had a significant impact</li> <li>▪ Demonstrated the ability to work strategically and successfully at a senior leadership level</li> <li>▪ Successful collaboration with colleagues, partners and providers</li> <li>▪ Built and sustained effective relationships with parents/carers and other agencies</li> <li>▪ Experience of working in different leadership roles</li> <li>▪ Experience in raising standards in a school context</li> </ul>	<ul style="list-style-type: none"> <li>▪ Successful experience at middle leadership level, particularly Post 16 quality of education, outcomes, personal development and progression</li> <li>▪ Successfully led, planned, managed and evaluated change which has had a significant impact at a whole school level</li> <li>▪ Experience of working in different schools or different environments that require you to adapt to change</li> <li>▪ Experience of participating in successful sixth form publicity and recruitment</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>▪ Commitment to continuous improvement</li> <li>▪ Commitment to equal opportunities and meeting the needs of all students</li> <li>▪ Commitment to a close working relationship with schools within the East Midlands Education Trust</li> <li>▪ Sense of humour and flexible approach</li> <li>▪ Able to work independently and as part of a team</li> <li>▪ Approachable and sensitive to the needs of others</li> <li>▪ Openness and willingness to address difficult issues</li> <li>▪ Presence, drive and passion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willingness to take part in extracurricular activities, including trips and visits, and to make a significant contribution to the wider life of the school</li> </ul>
<b>Keeping Children Safe in Education</b>	<ul style="list-style-type: none"> <li>▪ Committed to safeguarding and promoting the welfare of children</li> <li>▪ Ability to work in a way that protects the safety and well-being of children &amp; young people</li> <li>▪ Recent Safeguarding Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in the role of a Deputy Designated Safeguarding Officer</li> </ul>



