

BURNHAM GRAMMAR SCHOOL



Assistant Headteacher

JOB APPLICATION PACK



Embracing Challenge

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This application pack includes:

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How to apply:

Please download an application form and professional competencies grid from our website made available under the vacancy details and send your completed form to:

Mrs Akanksha Adivarekar
Burnham Grammar School
Hogfair Lane
Burnham
Buckinghamshire
SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

<https://www.burnhamgrammar.org.uk/join-our-team/vacancies>

Please note we do not accept CVs

Closing Date: 10am on Friday 28th February 2025

Interviews: W/b 03rd March 2025

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our diverse community of staff, students and parents believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. However, our students do not always understand or believe how talented they are. We have continued to build upon this community atmosphere, which was noted by Ofsted in December 2022:

“Pupils enthusiastically embrace challenge and enjoy learning here. Pupils, including those in the sixth form, benefit from high aspirations set for them by leaders and staff. This includes disadvantaged pupils and pupils with special educational needs and/or disabilities(SEND). ”

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help your career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and our continual efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021. The successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

Our last Ofsted was an ungraded inspection that confirmed us to continue to be at least a Good school [Ofsted 2022 Report](#). Our community was pleased that Ofsted recognised the many areas of ‘exemplary practice, and are unanimously resolute in continuing on our journey of improvement. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice through our focus on **Responsible Learning**. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level . We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day , both inside and outside of the classroom. In November of 2022 this exceptional practice was recognised when we were designated as a National Centre of Excellence by the Inclusion Quality Mark.

In October 2021 we moved into our brand new school which will provide staff and students with world class facilities to inspire and support their learning and ambitions. These facilities will also provide opportunities for us to broaden our incredible extracurricular offer to students, a vital part of life at Burnham Grammar to broaden students horizons and raise their aspirations.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally . Candidates for this post will already be exceptional and reflective practitioners or possess the qualities and desire to become exceptional.

HEADTEACHER'S LETTER

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Music Mark Award, Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are fostered with care and the key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto :

“Embracing Challenge”

Our students are constantly challenged and supported to volunteer answers at the edge of their understanding and learn from their mistakes to ensure that they fulfil and surpass their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

To hear more about working at Burnham Grammar please use this link

[Working at Burnham Grammar School Video](#)

Yours sincerely



Dr A Gillespie
Headteacher

BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking

BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme
- Wellbeing Award

Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management



Burnham Grammar School

"Pupils enthusiastically embrace challenge and enjoy learning"
(Ofsted Dec 2022)

ASSISTANT HEADTEACHER

L13-17 (£68,298 - £75206)

Permanent, Full Time

We are looking for a committed and enthusiastic Senior Leader or experienced Middle Leader to contribute to our ongoing improvement
Full responsibilities to be determined on appointment but will include leading on whole school Teaching & Learning

Required for September 2025

**11-18 Mixed Grammar School
NOR 1271
(6th Form 370)**

"The behaviour of pupils is exemplary. Leaders and staff have high expectations of pupils' behaviour. Pupils consistently meet these expectations. As a result, pupils learn in calm and purposeful lessons" (Ofsted December 2022)

Lead school in small MAT

2024 A Level:

**86% A*-C grades
71% A*-B grades
38% A*-A grades**

2024 GCSE:

**93% grade 5-9
56% grade 7-9
33% grade 8-9**

62% of students achieved 5 or more grade 7-9 at GCSE

We are offering you:

- State of the art facilities in our brand-new building
- A diverse community of enthusiastic, motivated & intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially active & culturally diverse school community
- Personalised & effective CPD as evidenced by the school's IIP Gold retained in Feb 2024
- Wellbeing Award (2021)
- IQM Centre of Excellence retained in Nov 2024

We want from you:

- Excellent interpersonal and team building skills
- The ability to plan, implement and review whole school priorities
- The ability to support, engage and inspire our students and staff to develop, achieve & continually improve
- Commitment to developing the highest standards of Learning and Teaching for yourself and others
- Ethical, innovative and dynamic leadership
- A track record of securing outstanding progress for all students
- Committed to the wider development of rounded, empathetic individuals with positive attitudes who contribute to their communities

"Leaders have designed an ambitious curriculum with a focus on high-quality education for all, including pupils with SEND. Through the curriculum, pupils learn to become Responsible Learners and to embrace mistakes."

(Ofsted December 2022)

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Interviews: W/b 03rd March 2025

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E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk

Post to: **Burnham Grammar School,**

Hogfair Lane, Burnham, Bucks. SL1 7HG

Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Elizabeth Line) is a short walk from the school.

Headteacher: Dr A Gillespie



We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.

JOB DESCRIPTION



GENERIC JOB DESCRIPTION FOR ASSISTANT HEADTEACHER

Each Assistant Headteacher is a member of the Senior Leadership Team and reports to the Headteacher. In addition the Assistant Headteacher will:

1. Deputise for the Headteacher in his absence if a Deputy Head is unavailable.

Ethos

2. Proactively work to improve pupil learning.
3. Encourage the achievement, enjoyment and satisfaction of students and staff.
4. Lead assemblies if requested to do so or if a theme directly relates to their specific responsibilities.
5. Ensure that he/she and the staff that he/she line manages understand and are fully committed to the DFE and Bucks Council guidance on Safeguarding Children and Safer Recruitment.

Leadership and school improvement

6. Take responsibility for specific targets in the school improvement plan aimed at improving pupil learning.
7. Edit sections of the SEF as directed and contribute to the development of the SEF based on their areas of responsibility.
8. Contribute to the development and monitoring of the SDP and consequent updates of the SEF.
9. Meet weekly, or as directed, with the Headteacher and the Senior Leadership Team on matters of policy and improvement planning.
10. Participate or lead in one or more staff groups on policy development, school improvement and/or improving operational matters.
11. Provide reports on areas of responsibility, meeting published deadlines and agreed protocols
12. Attend and advise meetings of the governors and governors' committees and working groups, as appropriate.
13. Keep abreast of national and local developments and research validated best practice to inform decision making with the Headteacher and other members of the SLT.
14. Participate in departmental reviews and take a leading role in those that the AHT line manages.

Learning

15. Share responsibility for the learning and personal development of all pupils.
16. Line manage up to 4 specific Heads of Department or Head of House.
17. Line Manage support staff in their areas of responsibility as directed.
18. Monitor and evaluate aspects of the school's work, including the monitoring and evaluation of teaching and learning of specific subject departments.
19. Promote cross curricular work and the development and implementation of cross-curricular policies.

Staff

20. Provide support for teaching and support staff colleagues, with the aim of providing a secure and friendly environment for their own work and professional development.
21. Carry out performance management and appraisal reviews in adherence with the published policies.
22. Promote and support the professional development of staff.
23. Manage, assist and complete the onboarding process with HR where responsible in the appointment of staff following the school's Safe Recruitment policy.

JOB DESCRIPTION

Community

24. Attend school events and activities as required by the Headteacher.
25. Represent the school at external meetings and other events.
26. Contribute to the school's programme of income generation.
27. Liaise with other schools outside agencies and other stakeholders as appropriate.
28. Carry out a share of supervisory duties in accordance with published rosters.

In addition to these responsibilities and those outlined in the job description for a classroom teacher, each Assistant Headteacher has specific responsibilities which may change periodically to reflect their own professional development needs and priorities in the school improvement plan.

This generic job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time and have regard to section 52 and other relevant sections of the School Teachers' Pay and Conditions Document 2020.

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PERSON SPECIFICATION



BURNHAM GRAMMAR SCHOOL Assistant Headteacher Person Specification

Qualifications and experience	Essential	Desirable
A good honours degree in a relevant subject.	✓	
Having qualified teacher status.	✓	
Evidence of participation in professional development or further study.	✓	
Experience in a management role e.g. Assistant Headteacher, Head of Department or Head of Year/Key Stage, SENCO.	✓	
A record of mentoring or coaching colleagues to improve the outcomes for students with measurable impact.	✓	
Demonstrate a history of planning, monitoring and evaluation as an aid to successfully raising standards.	✓	
Experience of and a commitment to efficiently managing the workloads of their teams to both secure student progress and ensure a work/life balance for staff	✓	
Knowledge, Skills and Abilities	Essential	Desirable
An outstanding classroom practitioner.	✓	
A committed, sensitive and dynamic team player.	✓	
The ability to lead, motivate and inspire all members of the school community recognising and valuing their role in making the vision for the school a reality.	✓	
An ability to work proactively and independently demonstrating initiative and accountability and development.	✓	
Awareness of & ability to contribute to the School Development Plan and strategic self-evaluation.	✓	
Demonstrate the ability to problem solve whilst maintaining an awareness of new and approaching developments and legislation.	✓	
Ability to effectively line manage colleagues and ensure progress, accountability and the development of both the middle leaders and their teams.	✓	
A willingness and commitment to ensure that current and future ICT, and other resources and new technologies, can be used to enhance the quality and experience of student's learning.	✓	
A confident & competent user of ICT to support all aspects teaching and learning, management and leadership.	✓	
Ability to communicate proactively and appropriately to a high standard and adapt to a variety of audiences.	✓	
An awareness of and sensitivity towards parental concerns about their child's academic progress and personal development.	✓	
Ability to interpret, summarise and explain student data.		✓
Knowledge	Essential	Desirable
A knowledge of how to remove barriers to learning.	✓	
A knowledge of safeguarding, child protection and safe working practices.	✓	
Personal Qualities	Essential	Desirable
A constant and consistent focus on the core importance of teaching and learning.		
A desire and commitment to undertake further professional training as appropriate.	✓	
An exceptional verbal and written communicator who always demonstrates an awareness of their audience.	✓	
A commitment to helping students identify and develop their talents.	✓	
A firm belief in the untapped potential of all students.	✓	
Experience or desire to work in a socially and culturally diverse school community.	✓	

PERSON SPECIFICATION

A strong belief and desire to develop the professional expertise and experience of all members of staff and a recognition of their vital role and diverse skills.	✓	
Resilience and a sense of humour.	✓	
A commitment to embrace, foster, protect and promote the unique ethos of Burnham Grammar School.	✓	
Ambitious for promotion with a thirst for a range of experiences.	✓	
The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools.		

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form and professional competencies grid which you can download from our website under the vacancy details:

[Burnham Grammar School Vacancies](#)

Completed applications should be sent to **vacancies@burnhamgrammar.org.uk** by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

The Trustees of the Beeches Learning and Development Trust reserve the right to re-search applicants on social media platforms and the internet and to use this as part of the shortlisting process

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.



MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.



PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

[Burnham Grammar School Vacancies Page](#)

Please find below the link to our vacancies page on our website where you can download our application form for completion.

[Burnham Grammar School Vacancies](#)

Please find below the link to our policies page on our website where you will find our Child Protection policy.

[Burnham Grammar School Policies](#)

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

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Headteacher: Dr A Gillespie

[Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award retained in Feb 2024

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