

DORMERS WELLS HIGH SCHOOL ASSISTANT HEADTEACHER RECRUITMENT PACK



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CANDIDATE LETTER

Thank you for your interest in the Assistant Headteacher position at Dormers Wells High School. We are delighted to invite applications for this key leadership role and seek a passionate, motivated, and reflective individual to join our dedicated team.

Dormers Wells High School is a mixed community comprehensive school in the London Borough of Ealing, deeply committed to serving our local community. We strive to embody the core values of determination, wisdom, honesty, and service in all aspects of school life. Both students and staff take immense pride in the school, and visitors often remark on the warm, friendly, and high-achieving atmosphere we foster. Our students' excellent behaviour, pride in their uniform, and positive attitudes reflect the nurturing and purposeful environment we have cultivated.

Our vision is to empower students to take control of their futures, equipping them with the skills and opportunities to thrive in life. We maintain high expectations for all students' achievements, as validated by our most recent Ofsted report, which judged the school to be securely Good. However, we believe the true measure of a school's success lies not merely in its facilities or resources but in the strength and effectiveness of the people who form its community.

As Ofsted noted in 2021, "Dormers Wells High School is a nurturing environment. Pupils are happy and feel safe." Our student-centered curriculum is designed to inspire, stimulate, and challenge every learner. We take pride in the exceptional progress our students make. For instance, our school ranks in the top 2% nationally for progress in mathematics from Key Stage 2 to Key Stage 4 and in the top 3% nationally for humanities. By fostering a growth mindset and offering a flexible curriculum, we enable students to achieve rapid and sustained progress.

Our staff members are dedicated professionals with a genuine commitment to each student's well-being and development. Working closely with parents, we ensure the academic and personal needs of every child are met. Ofsted affirmed this in their report: "Lessons have a purposeful atmosphere. Pupils want to learn. They listen to staff and say that their teachers help them to do well."

At Dormers Wells High School, we place great emphasis on staff development. Our extensive training program is built around the Dormers 9, a shared language and framework for delivering outstanding teaching and learning. Additionally, we offer specific support for students with hearing impairments, ensuring their full integration into our inclusive school community.

We encourage you to explore our website for a glimpse into the outstanding experiences and achievements of our students. However, we warmly invite you to visit us in person. You will be greeted by well-presented, articulate, and courteous students, as well as a highly skilled and welcoming staff team. From the moment you step through our doors, you will experience the distinctive ethos of Dormers Wells High School—an environment of excellence in both education and personal development.

If you share our passion for education and are ready to contribute to the next stage of our journey, we would love to hear from you. Further details about the role, including the job description and person specification, are available in this pack and on the school website.

We look forward to receiving your application and the opportunity to welcome you to our community.

Yours faithfully,



Roisin Walsh
Headteacher of Dormers Wells High School
CEO of Dormers Wells Learning Trust

APPLICATION PROCESS

Assistant Headteacher (Teaching & Learning) Required for September 2025

Salary: Inner London Leadership Scale 12 - £74,702 to £81,577

Application Process

How to Apply

All applicants must complete the application form, downloadable from the school website www.dwhs.co.uk. CVs will not be accepted.

Visits to the school will take place on the mornings of the Thursday 13th and Friday 14th February 2025. These can be arranged by contacting Rachel Mahoney on rmahoney@dwhs.co.uk or by telephone 0208 566 6446 ext. 314.

Completed applications should be emailed to rmahoney@dwhs.co.uk by 9.00am on Monday 24th February 2025.

Guidance notes on completing the supporting statement

A shortlist will be drawn up on the basis of the application form and supporting statement only. Candidates should pay particular attention to the Person Specification and address the highlighted criteria in a numbered format giving examples of recent experience and evidence.

For each of the highlighted criteria briefly outline:

- Your role at the time
- The action you took and the skills that you used
- The outcome and impact of your actions

Please also add a concluding section outlining how you believe that your educational philosophy has prepared you for the role of Assistant Headteacher at Dormers Wells High School.

Recruitment timeline

Visits to the school: By appointment on the mornings of the 13th and 14th February 2025

Closing date: Monday 24th February 2025 at 9.00am

Interview dates: Wednesday 5th March 2025

The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children and vulnerable adults.

Successful applicants will be required to apply for an enhanced disclosure from the DBS. Further information can be found at <https://www.gov.uk/disclosure-barring-service-check>

The school reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.

JOB DESCRIPTION

Assistant Headteacher (Teaching & Learning) Job Description

General Duties

To undertake an appropriate programme of teaching.

In addition to the duties of a schoolteacher as set out in the current Schoolteachers' Pay and Conditions Document; and the duties of a Main Scale teacher as set out in the job description for Dormers Wells High School. To meet the appropriate teaching profession standards as set out by the DfE (2012).

Main purpose	
<ul style="list-style-type: none"> • To raise standards and outcomes of all students • To be responsible for the line management and performance management of specific subject leaders • To improve the opportunities and raise the outcomes of disadvantaged students at all key stages • As a member of SLT to contribute fully to effective corporate leadership of the school leading to improved standards of all aspects of the school's work • To provide leadership of and take accountability for designated areas of the school's work, leading to measurable improvement • To line manage a range of staff, ensuring that those staff work to effect continuous improvement • To be a leading professional in the school • To promote the ethos, aims and objectives of the school • To assist the Headteacher and SLT in determining the strategic direction and development of the school • Managing staff and resources and monitoring progress towards the achievement of school aims • Undertake any professional duties the Headteacher reasonably delegates 	
This job description will be subject to reasonable review.	
Reporting to	Deputy Headteacher
Responsible for	Line management of named middle leaders and support staff
MAIN DUTIES: this job description should be read in conjunction with the professional requirements as set out in the STPCD, and details of specific tasks and responsibilities as set out in the SDP and Roles and Responsibilities document.	

1 – Strategic	1 Monitor and evaluate students' progress within a keystage through analysis of data, and develop effective intervention strategies 1.1 Provide leadership in the pastoral, social and academic welfare for all students, supporting their inclusion in school life 1.2 Oversight of attendance and punctuality of a year group 1.3 Undertake generic Leadership Team responsibilities 2 To take a leading part in the development of policy and the management of the school 2.1 To lead key developments as set out in the SDP 2.2 To report to the Leadership team and Governors, as appropriate, on the progress of designated tasks as set out in the SIP
2 – Operational	2.1 To ensure that relevant school policies are understood and implemented 2.3 To support tutors in monitoring and student progress 2.4 To monitor and support vulnerable students 2.5 To monitor attendance, punctuality and dress code 2.6 To maintain effective contact with parents/carers 2.7 To organise arrangements for reporting to parents/carers and teacher consultation meetings/Parents Evenings within a year group 2.8 Lead assemblies, according to the rota 2.9 To be a visible presence in the school on a day-to-day basis

3 – Teaching and Learning	<p>3.1 To take part in evaluating the standards of teaching and learning in the school, ensuring that proper standards of professional performance are established and maintained</p> <p>3.2 To liaise with the Headteacher and Governors over staffing issues in order to ensure the quality of teaching and the standards of student achievement across the school are maintained</p> <p>3.3 To participate in the selection and appointment of the teaching and support staff of the school</p>
4 – Staffing & Resources	<p>4.1 To manage the resources of staff, accommodation, money and equipment effectively and efficiently and monitor budgets</p> <p>4.2 To line-manage designated staff within the school, holding regular meetings in line with agreed policy and practice, and monitoring the impact of initiatives</p> <p>4.3 To undertake appraisal reviews for identified members of the teaching and support staff</p> <p>4.4 To line-manage other staff as indicated in the plan of Strategic Roles</p> <p>4.5 To actively monitor and respond to developments and initiatives at national, regional and local levels</p> <p>4.6 To contribute to the recruitment of new members of staff</p> <p>4.7 To contribute to the induction of new members of staff</p> <p>4.8 To promote teamwork and effective working practices</p>
5 – Monitoring and evaluation	<p>5.1 To report regularly to the Headteacher and Governors through appropriate committees on all aspects of line-managed responsibilities</p> <p>5.2 To identify appropriate targets, and monitor progress against annual targets</p> <p>5.3 To provide relevant information relating to student performance</p> <p>5.4 To monitor and support progress and development of students within areas of responsibility</p> <p>5.5 To ensure the behaviour management system is implemented, and that behaviour is monitored so that effective learning can take place</p> <p>5.6 To evaluate the impact of all improvement activities and to report on the outcomes</p>
6 – Other professional requirements	<p>6.1 To establish and maintain regular communication in the school</p> <p>6.2 To communicate with parents/carers and outside agencies where appropriate</p> <p>6.3 To attend professional meetings/conferences as required</p> <p>6.4 To carry out Duties as required, according to the rota</p> <p>6.5 To be responsible for personal professional development and to keep up to date with educational initiatives that impact on the school</p> <p>6.6 To attend Governors Committees as appropriate</p> <p>6.7 To engage actively in the appraisal process</p> <p>6.8 To take part in the school's staff development programme by participating in arrangements for further professional development</p> <p>6.9 To attend and contribute to meetings called in accordance with the meeting schedule of the school</p> <p>6.10 To work as a member of a team and to contribute positively to effective working relations within the school</p> <p>6.11 To take part in activities such as Open Evenings, Consultation Evenings, Information sessions etc.</p>
Other specific duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example • To be courteous to colleagues and be welcoming to visitors and telephone callers • To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate • To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.</p>

PERSON SPECIFICATION

Please address the following aspects in your application form. These and the other aspects of the person specification will be addressed further in the assessment and interview process.

Qualifications

- Degree and teaching qualifications (QTS)
- National Professional Qualification for Senior Leadership(NPQSL)
- Recent and relevant professional development

Experience

- Previous leadership experience with significant Line Management responsibility
- Recognising and meeting the needs of a school
- A track record of driving strategies to raise standards of teaching and learning
- A track record of raising student progress through effective teaching strategies, targeted interventions, and data-driven approaches.
- Building, maintaining, inspiring and motivating effective inter-disciplinary teams proficiently
- A senior leadership role in an 11-18 School (desirable)
- Successful track record of teaching across the age and ability range
- Recent experience of working effectively with outside agencies, local community, and Governing Body

Professional Knowledge and Understanding

- In-depth knowledge of developments in learning and teaching, and the ability to use these to improve student achievement
- Commitment to collaborative and consultative working
- Capability to design and implement an innovative curriculum which is driven by the needs of the students
- Direct knowledge of strategies to raise standards; an aptitude and enthusiasm for effective analysis of data and its use in setting targets for improvement
- Recognition of the need for partnerships and effective collaboration with other schools, agencies and organisations

Skills and Attributes

- An innovative and collegiate leadership style with the ability to motivate staff towards that vision and to build on the existing high standards in the school
- An understanding of the importance of, and the desire to engage with and inspire all young people whatever their challenges
- A commitment to working in partnership with an enthusiastic, stable and widely representative Governing Body and to ensure that they have the information and materials required for the proper discharge of their roles and responsibilities
- The ability to cope with the pressures of the assistant headship and to ensure that the demands of the post do not preclude a full and balanced life
- Ability to lead and inspire staff and students of all abilities and to communicate high expectations
- A leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents – ability to work well with others
- Recent involvement in providing training and development for staff
- Strong written communications and presentation skills; high order administrative and management skills
- Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines
- Strong emotional intelligence that is attuned to supporting students, parents and staff
- Experience of using data for school improvement
- A creative and innovative thinker, able to engage in debate with all stakeholders
- A person of judgement with a high degree of professionalism and integrity, who will uphold the values of the school and see students as the absolute priority

Personal characteristics

- Capacity to work very hard under pressure
- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful
- Resilient
- Determined
- Sense of humour

WHAT CAN WE OFFER YOU

- Friendly and supportive environment
- Vibrant, mixed staff
- Positive student-staff relationships
- Certified CPD course programmes with access to a wide variety of training and qualifications
- An impressive wellbeing package, including access to physiotherapy services, flu vaccinations, nursing support, financial wellbeing coaching, menopause support services including counselling,
- Access to 24/7 GP Service
- Counselling services including CBT, emotional support and face to face sessions
- Access to a personal healthcare cash plan
- Virtual resources including nutritional advice, fitness programmes, online health assessment
- Cycle to Work Scheme
- Staff events and socials

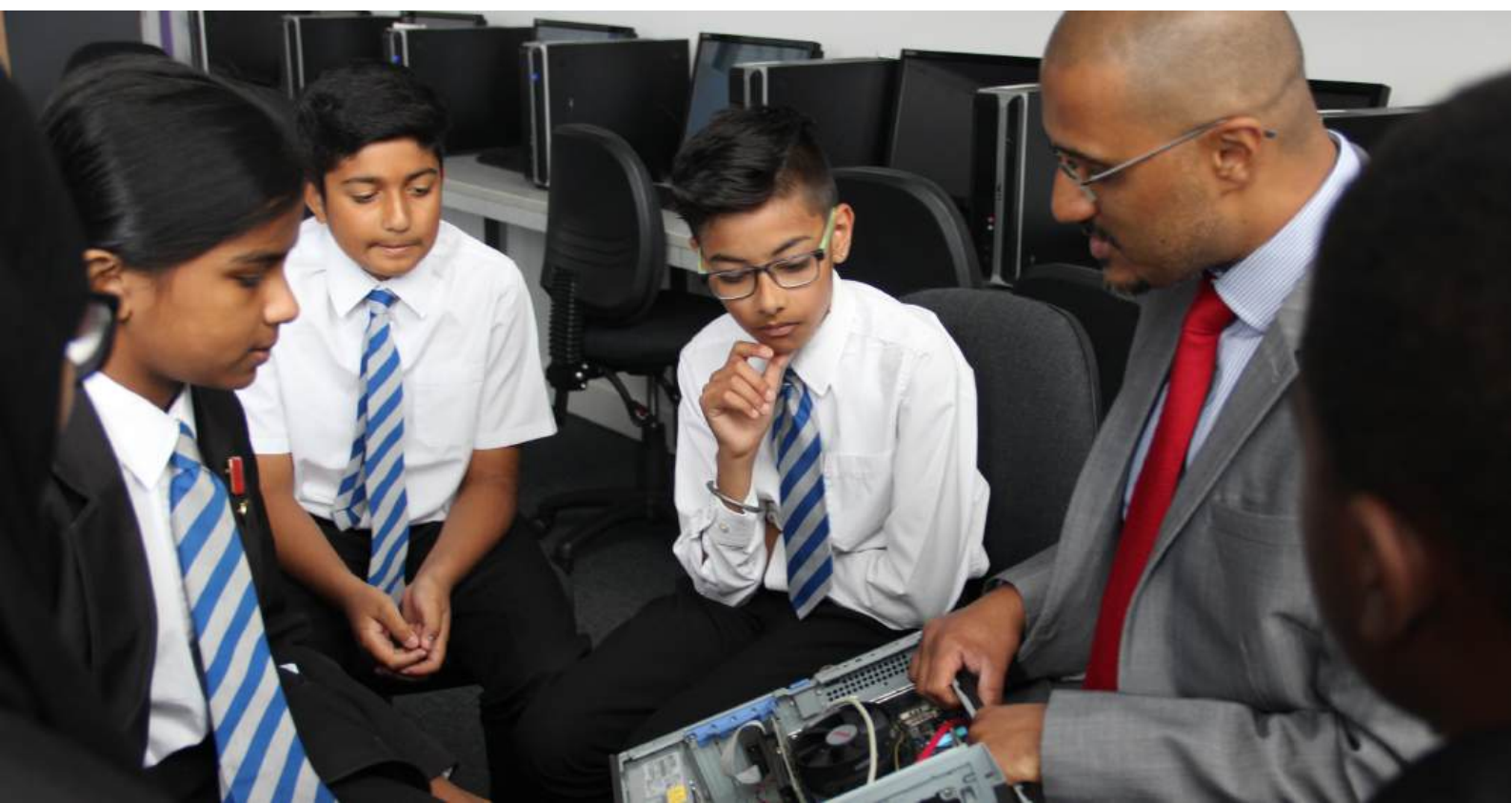


CONTINUING PROFESSIONAL DEVELOPMENT

The professional development of all our staff is a key priority to ensure that every member of staff at DWHS can perform at the highest level. This in turn ensures our students have both an outstanding learning and enrichment experience.

As a school we believe it is fundamental to our achieving an ethos of challenge and support that we project the whole school as a learning community. We believe, as a community of learners, we have a fundamental duty to ensure everyone associated with the school sees themselves as a lifelong learner.

- Our CPD programme within school covers a generous allocation of time for training within curriculum areas to focus on subject specific pedagogy. There is also training across teams via our Personal Learning and Teaching sessions where staff opt into the theme of their choice which is linked to a school priority.
- Professional Development – staff are given full support to undertake NPQ (National Professional Qualifications) and have opportunities to share their learning. A designated mentor is assigned to each member of staff to ensure a strong ethos of reflective practice.
- Coaching – There are experienced trained coaches within our school who support all staff new to a leadership role.
- External courses – there is a generous budget to support staff access to a wide range of high-quality specialist external courses and this applies to both our teaching and support staff. Access is also given to borough wide training.
- External speakers – as part of a diverse CPD programme we at times invite external speakers to our school to share their areas of expertise such as recently on challenging disproportionality and diversity within the curriculum.



OUR SCHOOL

VISION AND VALUES

Our vision is to empower students so that they are able to take control of their own future and have enhanced life chances as a result of learning with us. We are academically ambitious for our students: everyone matters.



Determination:

We never give up



Wisdom: We respond to problems in a calm and balanced way



Honesty: We are open and true to ourselves and others



Service: We contribute to our school and to the wider community

We want our students to become independent learners, who are critical in their thinking, informed in their choices, and confident in their ability to succeed in the modern world. We also want students who are respectful and tolerant, driven and confident, and who strive for the best. In addition to their academic lives we also want our students to benefit from extra-curricular experiences in the arts, sport and culture, which will help them become well rounded balanced adults.

AIMS

- educate and develop students to the highest standards according to their ability, providing equal opportunity for all, and promoting the fulfilment of each student's potential in the academic, cultural and sporting fields;
- provide an orderly and caring learning environment which combines high expectations with the support necessary to challenge and fully develop students intellectually, morally and socially;
- engender a sense of community, loyalty and mutual respect within the School, and promote a partnership between students, staff and parents;
- encourage positive engagement with the wider community;
- foster initiative and independent judgement, and encourage students to take responsibility for their conduct, learning and future plans;
- promote the development of the self-discipline, confidence, leadership, knowledge and skills that are required to progress in modern society and the world of work, including entrepreneurial skills and those related to the use of new technologies;
- provide appropriate information to allow students to make informed decisions on personal, social and environmental issues;
- cultivate an attitude of service to others.

FACILITIES

Dormers Wells High School offers a wide variety of facilities as a Mathematics, Computing, Applied Learning and Leading Edge Specialist School.

- Spacious, purpose built specialist learning areas
- A spacious, resourceful library
- A large, modern dining hall
- A central hall with movable bleacher seating
- Interactive whiteboards (IWBs) in all classrooms
- Dual interactive whiteboards in sixteen classrooms
- Hearing impaired provision with sound fields throughout the school and in classrooms
- Ten state of the art science laboratories
- IT suites in every department and suits including Apple Macs
- Designated music rooms including a recording studio and two practice rooms
- Three purpose built drama studios
- An amphitheatre
- Four modern technology workshops
- A horticulture zone including a learning space, gardens and allotments
- Multi use games area (MUGA)
- A cricket pavilion
- On site outdoor sports field including long jump, cricket wicket and cricket nets
- Access to the Leisure Centre: sports hall, swimming pool, weights and fitness facility, dance and aerobics area



CURRICULUM

We have a diverse curriculum which ensures that all our students receive a high-quality learning experience. In confirming our commitment to the broad and balanced principles of our curriculum we celebrate our expertise in mathematics and computing to drive excellence and innovation.

The school's curriculum enables our students to become:

- confident, resilient individuals, who aspire to excellence and make outstanding progress leading to high quality qualifications.
- responsible citizens who make a positive contribution to society including their local community and the wider international world in which they exist thereby embedding our core values of respect and co-operation.

Our curriculum at KS3 is well balanced and we offer a wide choice of subjects at KS4 and KS5. At the heart of all our work is the spiritual, moral, social and cultural development of our young people.

Students participate in a weekly assembly and a thought for the week, celebrating world religions and exploring philosophical concepts. Citizenship, Personal, Social, Health Education (CPSHE) including Sex and Relationship Education (SRE) are, as with all subjects, taught with sensitivity.

Our ambitious curriculum enables students to achieving outstanding outcomes. Our Progress 8 score for 2023 was 0.69. Further to this 82% of students achieved passes in both English and maths, with 60% achieving strong passes in both. All of these figures are significantly above the national averages.



ENRICHMENT

School trips and educational visits are a powerful, positive teaching tools that enhance the social, personal, and emotional development of all students and teachers.

At Dormers Wells High School, we believe learning opportunities outside the classroom enhance learning inside the classroom. We therefore offer a diverse range of enrichment activities and school trips to each year group which include:

- Residential visits
- Mathematics activities
- Educational and cultural visits organised by curriculum areas and pastoral teams
- Arts and media days
- Humanities project events
- Sporting competitions, fixtures and clubs
- Curriculum area field trips (e.g. Swanage Residential field trip in Year 10)
- Language overseas trips to France and Spain
- Duke of Edinburgh Award
- Business Enterprise activities
- University visits
- Dormers Wells Careers fair
- Performing Arts productions and visits
- Science week
- Guest speakers
- House competitions
- International Evening
- Jack Petchey competitions
- Computing and ICT workshops



CONTACT

Dormers Wells High School
Dormers Wells Lane
Southall
Middlesex
UB1 3HZ

Tel: 0208 566 6446
Fax: 0208 813 2411
Email: info@dwhs.co.uk
Vacancies: RMahoney@dwhs.co.uk

School day: 8:50am - 3:15pm
Reception available from 8am - 5pm.

