

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

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Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



ASSISTANT HEADTEACHER – HEAD OF SIXTH FORM INFORMATION PACK

**Permanent, fulltime role: Inner London Leadership Pay Scale (L12 – L16)
Required from: January 2025**

**Closing date: noon on Friday 27th September 2024
Interviews: w/c 7th October 2024**



Making School Memorable by Striving for Excellence



Dear Applicant,

Thank you for expressing an interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: Ambition, Responsibility and Excellence. We are ambitious for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take responsibility for themselves as well as each other in our strive to achieve excellence for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding teaching in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

We are seeking to appoint a dynamic, committed and innovative professional to join the effective and forward-looking Upper School leadership team at our secondary provision. We need a leader with strong Sixth Form Leadership experience at Assistant Headteacher level and a vision for excellent, inclusive education.

This is a perfect opportunity for a candidate who will be seeking to lead our Sixth Form to the next stage of excellence. Ideally, the successful applicant will have experience of Sixth Form teaching and learning as well as leadership experience within the Sixth Form. They will be expected to work as part of our senior team in the Upper School and will have full responsibility in leading and improving our provision, as well as outcomes, at KS5. They will also take on the wider responsibilities of an Assistant Headteacher. ***The specific brief will be negotiated on appointment.***

The successful candidate will be expected to be able to teach at all Key Stages.

You will:

- have a passion for teaching and learning
- be an innovative and strategic thinker with vision and ideas
- be an excellent practitioner
- lead by example and act as a strong role model to students and staff
- have a positive, can do attitude with staff and students
- be able to demonstrate excellent leadership and management skills
- have a proven track record of achieving outstanding student progress through own practice
- be an effective team player and value every aspect of the life of the school
- have effective interpersonal skills with the ability to inspire students and staff
- be an active learner, who constantly strives to improve, with the desire to progress

We offer:

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious students
- a friendly and supportive team of teachers
- well-resourced facilities
- a professionally stimulating and collaborative working environment
- a commitment to professional development, including an excellent CPD programme including ECT induction and Train to Teach candidates

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet. The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school.

The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Student quotes:

"Students at Preston Manor are always aiming high supported by the teachers who push them further."

'Preston Manor is a vibrant, diverse and enriched community. The discipline and teaching is first-class, giving us a wider perspective of how the world around us works.'

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email hadmin@preston-manor.com or download the pack from our website at www.preston-manor.com

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

This job description defines the role of Assistant Headteacher (Upper School). The remit of this role may be changed at any time at the Executive Headteacher/Head of Upper School's discretion.

JOB PURPOSE:

To recognise and build on existing good practice and to actively seek innovative approaches to raising standards for all students.

To contribute to school strategic and development planning and to lead whole school developments as part of the Senior Leadership Team.

To collaborate with senior colleagues in the development of new projects and initiatives which support the school's improvement.

KEY ACCOUNTABILITIES

In addition to carrying out the professional duties of a teacher other than an Executive Headteacher/Head of Upper School, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Executive Headteacher/Head of Upper School for leading developments in a range of whole school areas, which may include the following:

Curriculum Development

Oversight, support and leadership development for a specific curriculum leader and the curriculum areas for which they are responsible, including

- Student progress and attainment
- Teaching and Learning
- Self-review and development planning
- Appraisal

Leadership and Management Responsibilities

- To contribute to the monitoring of standards of teaching and learning
- To contribute to the effective day to day operation of the school
- To lead school assemblies as required
- To communicate with Governors, the Executive Headteacher, Head of Upper School, SLT, colleagues, parents and outside agencies as appropriate
- To participate in a range of meetings with colleagues and parents or carers
- To attend sub-committee and Governing Body meetings as necessary
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with an Assistant Headteacher role.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety policy
- To provide the Executive Headteacher with appropriate, accurate and timely information to enable continuous evaluation of your performance
- To carry out a share of supervisory duties in accordance with published SLT rotas
- To participate in appraisal arrangements
- To adhere to school policies and procedures
- To attend regular meetings with your SLT line manager.

Other Responsibilities

Other responsibilities appropriate to the role could also be added at the Executive Headteacher's discretion. Following appointment, negotiation of roles and responsibilities will be possible in order to take account of the successful candidate's strengths and experience.

The successful candidate for this post will have responsibility for the Sixth Form, to include:

Leadership of the Sixth Form

- Ensure high quality transition and induction programmes are in place to foster an outstanding ethos and culture in our sixth form
- Report to full Governing Body and Curriculum and Teaching Committee on Sixth form progress. Ensure Link governor visit takes place and report is published
- Ensure Sixth Form items are discussed regularly at SLT meetings
- Ensure yearly external review and liaise regularly with School Improvement Partner on Sixth Form
- Advise Executive Headteacher and Governors on Sixth Form funding and ESFA updates
- With the Sixth Pastoral team, developing the role of Post-16 tutors as academic tutors, monitors student progress and advisors on continuing education, to include running of in-service training, advising on relevant external INSET
- With the Sixth Form Pastoral team, implement the school's Performance Management policy with respect to academic tutors
- Ensure that form tutors fulfil their duties as specified in their job descriptions
- Ensure that Year Team meetings are held regularly with a published agenda and minutes sent to the Executive Headteacher

Raising Student Achievement

- Monitor students' academic, personal and social progress on a regular and systematic basis, and provide regular feedback for the student, their tutor, academic staff and parents and implement strategies for improving and sustaining high standards of student achievement
- Developing the use of independent study periods to support academic success
- Ensure that standards of behaviour and self-organisation are high among students, as set out in the student code of conduct
- Monitor attendance, punctuality, registration and reports of students in the Sixth Form and develop and implement plans to improve these. Data collection and analysis of statistical information on admissions, registration, attendance, punctuality, student destinations (with Connexions), regularly providing statistical information for the purposes of Sixth Form performance analysis & monitoring
- Ensure excellent examination attendance and support in coordinating examination preparation programme
- Develop the PSHE and citizenship programmes in collaboration with the Sixth Form Pastoral team, appropriate senior or middle management colleagues and with the year team, delegating where appropriate
- Ensure that tutors develop their tutor groups so that all students feel that the school is doing as much as it can to develop their academic and social potential
- Monitor students who are on formal stages of study contracts with academic tutors and subject teachers
- Apply other strategies and sanctions for students who do not conform to the Sixth Form of code of conduct, do not complete class or homework, have poor attendance or who consistently under-perform

Communication and Liaison

- Accountability to Governors, parents, community, students and SLT for the pastoral contribution of the year team
- Arrange activities such as assemblies, encouraging tutor and tutor group planning and participation, aiming to establish the Sixth Form as a community within the school and as a group, with parents, with its own particular identity

- Coordinate parents' meetings and be responsible for telephone reminders about parents meetings for all students at risk of underachieving. Ensure appropriate meetings with parents are held
- Organise events that facilitate parents' creative and productive involvement in the school
- Liaise closely with any relevant external support service, including the Educational Welfare Service, the Educational Psychological Service, the Secondary Support Service, medical services, police, careers service and Social Services on a regular basis and ensure adequate review and follow-up. Organise a representative from the year team to attend any relevant case conference
- In collaboration with the Sixth Form team, to be responsible for admissions to the Sixth Form
- Ensure the Sixth Form team are available on the GCSE results days, attend school and play a key role in Sixth Form enrolment and processing

Students' Personal and Social Development

- Ensure the school's safeguarding procedures are followed if and when circumstances arise
- Ensure the selection process of Head Boy/Head Girl and Prefect Application
- Ensure Sixth Form assemblies include celebration of achievement and promotion of children's moral, ethical and spiritual awareness
- Coordinate the form reps/year council and organise the form rep/year council meetings
- Monitor equal opportunities
- Foster in students an awareness of, and care for the environment encouraging active involvement

In addition, there is the shared role with other members of the Sixth Form team. These responsibilities include:

- Ensuring high quality teaching and learning
- Supervision of Sixth Form area
- Voluntary work (develop opportunities, monitor student participation, ensure creditation, liaison with relevant external organisations, appraise and amend the current Sixth Form Prefect system)
- Oversee Sixth Form development and policy proposals
- Oversee Sixth Form Calendar
- Lead the Sixth Form team and support its work

Rotation of Roles

Roles and responsibilities within the Senior Leadership Team are rotated at appropriate intervals to ensure a range of leadership experience and appropriate CPD.

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

Main duties and Responsibilities:

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.

- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development
- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Form Tutor as required.
- Produce and maintain attractive classroom displays.
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
- To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.

This job description should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD).

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Qualified Teacher Status
- Good Degree
- Clear evidence of continuing professional development
- Safer Recruitment in Education

Desirable

- MA (or enrolment in programme)
- NPQML/NPQSL/Teaching Leaders

KNOWLEDGE AND EXPERIENCE

Essential

Clear evidence of

- Successful leadership of a Sixth Form
- Successful middle leadership
- Successful experience leading a team
- Developing other middle leaders
- Successful teaching at examination level
- Raising student achievement
- Motivating and managing students in large numbers and individually
- Holding others to account and appropriately challenging underperformance
- Line management/performance management of other staff
- Communicating effectively with parents, Governors and outside bodies

Desirable

- Evidence of work with a range of stakeholders
- Evidence of innovative practice

SKILLS AND ABILITY

Essential

Ability to

- Lead whole school developments by securing trust of stakeholders
- Assess and promote students' progress in a variety of ways including strategic planning to raise standards
- Lead and motivate teams, acting as a 'critical friend'
- Monitor performance and address areas of concern
- Research and write clear concise reports
- Demonstrate good interpersonal skills and communication skills even under pressure
- Be a role model by demonstrating the highest standards of professional conduct, optimism and a solution focussed approach

EQUAL OPPORTUNITIES

Essential

- Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment
- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities

CHILD PROTECTION

Essential

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

DISPOSITION

Essential

- Be interested in students as individuals and how they learn
- Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
- Commitment to 'bridging the gap' for our disadvantaged students

- Belief in the importance of team work and a collaborative approach
- Ability to build supportive working relationships with colleagues
- Commitment to and understanding of collective responsibility and distributed leadership
- Excellent organisational, interpersonal and communication skills
- Willingness to work outside the timetabled day and week
- Willingness to change duties in light of the needs of the school
- Willingness to attend courses outside the school day
- Commitment to developing oneself and others
- Belief in a growth mindset
- A flexible approach and a sense of humour
- Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour
- Display a warm and approachable demeanour
- Display a professional manner
- Be positive and constructive
- Be resilient
- Empathetic and sensitive to differing viewpoints
- Belief in the importance of teamwork