

Assistant Headteacher – Head of Sixth Form

INFORMATION PACK

 April 2024

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## THE DOWNS SCHOOL, COMPTON, NEWBURY, BERKSHIRE, RG20 6AD

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# Welcome to The Downs School

Dear Applicant

Thank you for your interest in being an Assistant Headteacher – Head of Sixth Form at The Downs School. This pack aims to provide you with information about The Downs School, the opportunity and the recruitment process.

Set in the heart of the West Berkshire Downs, The Downs School is a special place where the staff are totally committed to excellence and achievement at all levels. Ofsted has judged us as “outstanding” in every category, but we are not a school that wants to stand still. We know that there is always more to do to ensure that every child’s educational experience is rich, character-building and of the highest possible standard. We are striving to move “beyond outstanding” through our philosophy of “Learning together, learning for life”.

When our teachers are asked what they like most about their roles, the answer is nearly always the same, the students. Our students are a credit to our school, with exceptional behaviour and a desire to learn and achieve. With a wealth of extracurricular activities, we are proud to support the whole child and develop well rounded individuals for the future.

The Downs School is a Foundation, 11-18 comprehensive school and is a successful, oversubscribed and popular school serving the Downs area of West Berkshire. Currently the roll is over 1400 including a well-established and successful sixth form of over 400 students. The school is in a beautiful rural setting with good road links to Newbury, Reading, Didcot and Oxford – just 10 minutes from the A34.

We are confident that, should you be successful, you would find this role and The Downs School rewarding.

If you would like to have a discussion about this post or to arrange a visit, please contact Clare Lowery, HR Manager on the above number or recruitment@thedownsschool.org

I look forward to welcoming you to the school.



Mr Prosser

Headteacher

# School Vision, Values & Ethos

## Educating today’s students for the world of tomorrow

### We will achieve this through

Learning together, learning for life, which runs through the daily life of the school, providing us with the guidance we need to realise our vision and achieve outstanding outcomes for our students.

### Learning together

Our school is a supportive community where we all learn together in an atmosphere of mutual respect and fairness, and everyone’s contribution is valued. A place where:

We embrace differences in cultures, beliefs and backgrounds.

Our staff are passionate about teaching and about their own development.

We support each other to discover new things, take risks and learn from our mistakes.

### Learning for life

Our school supports students to be confident, well-rounded individuals who will keep learning throughout their lives. We do this by:

Developing resilience; striving for excellence and responding positively to challenges.

Cultivating the habits of independent thought and curiosity of mind.

Emphasising the importance of contributing to the wider community.

### Our core values

Our values underpin everything we do:

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| **Courage** | Be bold, having the self-belief to overcome your challenges and face your fears head on. |
| **Responsibility** | Be independent and self-reliant, taking the lead to make the world a better place. |
| **Equality** | Be respectful to others and earn respect in turn. |
| **Ambition** | Believe that you can succeed and then strive to make the success a reality. |
| **Resilience** | Tough times don't last; strong people do. |
| **Creativity** | Expand our horizons by asking questions, inventing, experimenting and being brave enough to make mistakes. |
| **Integrity** | If It's not right don't say it.  If It's not true don't say it.  Do the right thing and earn the trust of the people around you. |

# The Downs Development Ladder

In keeping with our motto, ‘Learning Together, Learning for Life’ we place a lot of emphasis on professional growth of our staff. We have a well developed bespoke CPDL programme (developed together) that allows all staff to grow and develop along carefully chosen pathways.



# The Role

Assistant Headteacher (Head of Sixth Form) is a vital role, offering strategic and operational leadership to Sixth Form students and staff. The Assistant Headteacher (Head of Sixth Form) is focused on ensuring our students achieve the best possible outcomes through the provision of outstanding quality of education, behaviour and attitudes and personal development. The role will also be accountable for the provision of challenge and support for our most able students across all Key Stages.

**The successful candidate will**

* Have a demonstrable proven track record of raising student standards and a flair for Teaching and Learning
* Be an outstanding leader with drive, energy and ambition, inspiring students and staff to strive for continuous improvement and outstanding outcomes for all
* Be able to develop quickly as a credible leader and have the ability to foster professional, influential relationships with a wide range of stakeholders
* Be able to demonstrate that they have worked collaboratively and are committed to work in partnership with the Senior Leadership Team.

**In return you will**

* Experience a caring, positive ethos that prioritises staff wellbeing and recognition
* Be empowered to work with ambitious, dedicated, capable staff who are deeply committed to develop the whole child
* Experience working with students who enjoy being at school, behave exceptionally and have excellent attitudes to learning
* Work in a professional, stimulating, and collaborative working environment
* Experience outstanding professional development and support to grow and develop as a teacher and leader.

# Wellbeing

At The Downs School we take our staffs’ well being seriously. We have a member of our Senior Leadership Team leading well-being within the school and by working closely with our staff we have developed strategies to support the well-being of all staff. Below are some examples of the initiatives being implemented:

**Teaching and learning**

* No grading lesson observations
* CPD tailored to individual needs
* Nonhierarchical approach to Pick and mix CPD - there are things we can all learn
* Morning briefing every other week used to share good practice
* Time for staff to put training in action
* Early close every other Monday for staff training
* Clear communication through staff and student bulletins
* Comprehensive support for ECTs through the UCL ECF programme
* Head of faculties lead assessment and feedback policy

**Behaviour**

* Clear and effective behaviour structures in place to support all staff
* Senior staff on call presence around school
* After school and Saturday school detentions run by SLT
* Clear communication through staff and student bulletins

**Managing workload**

* Email protocol- no expectation to answer emails out of working hours and holidays
* Remote access to allow staff to work flexibly
* No detailed written reports to parents and carers
* Adjustments made to training in light of parents' evenings
* No direct emails from parents to teaching staff
* Flexibility for individual needs for discretionary leave
* Regular staff surveys to get honest feedback on what needs to improve and acting on feedback

**Other opportunities and wellbeing**

* Countless opportunities to get involved with wider life of the school - e.g. Duke of Edinburgh, ski trips
* Tea/Coffee at every break
* Treats at break
* Flu jab available to all staff
* Staff social events- Christmas, Easter and Summer
* Book swap box in staffroom
* Gym and Swimming Pool available for staff use
* Gym available to 5.30pm
* Pilates class to sign up
* Free coffee for January blues
* £5 personal printing
* Loyalty card at Café 6 if you bring your own mug
* Heads breakfast – opportunity to say how things are going
* Café 6
* Free office 365 apps
* Counselling available to all
* Staff football
* Buddie system
* Wellbeing and workload group
* Centralised systems – SIMS, School detentions
* High level of support for trips and visits
* Refreshments before parents' evenings and school events
* School closes at 6pm
* Birthday club for staff
* Faculty Socials
* Supportive friendly staff

# Job Description

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| **Job Title**: Assistant Headteacher – Head of Sixth Form | **Salary**: Leadership Scale L11-15 |
| **Working Time**: The amount of time required to carry out the professional duties required | **Responsible to**: Headteacher / Deputy Headteacher (Ethos and Achievement) |
| **Responsible for**: Line Management of specific areas subject to negotiation |
| **JOB PURPOSE** |
| To play a major role under the direction of the Headteacher in formulating the vision, aims and priorities of the school, establishing the policies through which they shall be achieved. To manage staff and resources to achieve the vision, aims and priorities and monitoring progress towards their achievement. |

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| **MAIN (CORE) DUTIES** |

**(To include those of a teacher as specified in The Downs School’s generic Job Description for teachers)**

**Core Purpose**

**Support the Headteacher in:**

* Ensuring the vision for the school is clearly articulated, shared and understood and acted upon effectively by all
* Demonstrating the vision and values of the school in everyday work and practice
* Motivating and working with others to create a shared culture and positive climate
* To undertake the professional duties of the Assistant Headteacher (Head of Sixth Form) reasonably delegated to you by the Headteacher
* To work in partnership with the Headteacher and the Senior Leadership Team to provide professional leadership and management throughout the school, making a high-level contribution to the strategic, management and operational direction of the school
* To adopt, with other members of SLT, the responsibility for setting, maintaining, monitoring and improving standards in the school
* To lead, with other members of SLT, on whole-school planning, self-evaluation and quality assurance
* To undertake annual staff appraisal, including setting and agreeing targets linked to School Improvement Plan priorities
* To contribute to and lead on the implementation of the Annual School Improvement Plan, Strategic Plan and the School Vision.

**General Accountabilities**

* To act as a role model in leading all staff in their own excellent leadership, their delivery of high quality Teaching and Learning, their continuous professional development and their own professional presence in the school
* To motivate others to create a shared and positive culture where everyone works collaboratively, celebrates success and accepts responsibility for outcomes
* To support the development of senior and middle leaders by prioritising their leadership development
* To support the provision of outstanding personal development and well-being, promoting exemplary standards of conduct and behavior
* To lead on the intelligent use of data via reporting, assessment and tracking systems, to be used by teachers, students and parents to improve student outcomes
* To undertake a continuous and systematic review of the standards across the school, consistent with the procedures in the school quality assurance schedule
* To contribute to the provision of responsive, bespoke and high quality CPDL across the school
* To contribute to and lead on curriculum development to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme subject to the resource constraints of the school
* To monitor the progress of all students, including those identified as requiring additional support such as SEN or disadvantaged, to ensure all students are engaged in their learning and make outstanding academic progress
* To contribute to the evaluation of the school budget to ensure the budget is spent in line with learning priorities and best value principles
* To lead alongside the Headteacher in the operational work of the school, specifically in the day to day management of student behaviour, emergencies, parental contact, governor liaison and public relations
* To actively promote the reputation of The Downs School in the community
* To work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring mutual benefits
* To act as a Teaching and Associate Staff Line Manager, providing regular support and challenge for staff in a way which recognises good practice and supports staff progress against appraisal objectives, resulting in a tangible positive impact on students’ learning, progress and outcomes
* To undertake formal duties within the school’s appraisal policy, thus providing recommendations to the Headteacher for pay progression
* To support the Headteacher in the recruitment and development of teaching and associate staff at the school
* To contribute to the development and implementation of a range of school policies
* To be cognisant of and follow statutory guidelines and school policies
* To attend and present at a range of different events and to a range of audiences, including staff, governors, parents and carers
* To deliver assemblies in accordance with the devised rota
* To be responsible for ensuring that the school’s safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.

**Specific Responsibilities – Assistant Headteacher (Head of Sixth Form)**

* To lead on the creation of a Sixth Form ethos that supports student wellbeing and academic success
* To lead on the provision of high quality pastoral care for the students of the Sixth Form, including behaviour, attendance and wellbeing
* To lead on Behaviour and Attitudes and Personal Development for students in the Sixth Form
* To support the leadership of the Deputy Headteacher (Ethos and Achievement) on safeguarding and child protection, being one of the school’s Deputy Designated Safeguarding Leads
* To be Raising Standards Leader for Key Stage Five, leading on student attainment, progress and intervention for students in the Sixth Form, including the provision of parents’ evenings and an effective programme of mentoring
* To lead on student leadership, student voice and extra-curricular provision for students in the Sixth Form
* To lead on the Personal Development Programme for students in the Sixth Form
* To support the leadership of the Deputy Headteacher (Curriculum and Achievement) on curriculum development, to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme in KS5
* To lead the marketing, recruitment and induction process for entry into the Sixth Form, including the Sixth Form prospectus, Sixth Form information evening for parents and year 11 assembly regarding the Sixth Form
* To be responsible for the provision of high quality careers support and to analyse the destinations of students when they leave the Sixth Form
* To be responsible for the UCAS process for all students applying for university places and co-ordinate the completion of all school references
* To lead subject leaders in sharing good practice on improving the quality of education for students in the Sixth Form
* To be responsible for the high-quality provision for our most able students at KS3, 4 & 5

**Raising standards leader**

**Purpose**

* Be responsible for, develop and implement a raising standards plan which will enable the school to meet its key targets in KS3: with particular attention to the school’s key focus groups as relevant

**Specific Responsibilities**

* To organise and manage an effective intervention strategy, so that there is a programme of interventions targeted at appropriate cohorts to improve pupils’ attainment.
* To support and challenge the HOFs and subject leaders to ensure that they fulfil the terms of their job description in relation to raising achievement for pupils identified in intervention cohorts and meet specific targets; ensure that all subject leaders have an appropriate raising standards plan.
* Set expectations and targets for staff and students in relation to standards of student achievement.
* Present analysis of results and current progress to staff and governors.
* Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
* Oversee the effective use of data to identify students who are underachieving with particular emphasis on English, Mathematics and those under target to meet the threshold of targets and ALPs progress measures, and where necessary create and implement effective plans of action to support those students.
* Lead the production of an Intervention Improvement Plan (see key job purpose) as part of the School Improvement Plan, to include staff development and training implications.
* Ensure that the Senior Leadership Team is fully informed about the progress with the raising standards plan, including regular updates of outcomes of meetings with subject leaders.

**Leadership of Most Able Students**

* To be responsible for identification of our most able students and ensuring that all staff are aware of them and how they can best support them to thrive and fulfil their potential.
* To identify and deliver a range of enrichment opportunities that will support our most able students’ interests and aspirations, including through high quality visits and activities linked to higher education and careers.
* To create and maintain a programme of leadership development opportunities for our most able students, including oversight of Subject Ambassadors.
* To monitor the provision for our most able students and its impact on their progression and motivation.
* To co-ordinate the work of departmental representatives with a responsibility for the provision of our most able students.
* To celebrate the achievements of our most able students through a variety of forums, such as our website, newsletters and assemblies.

*(Specific accountabilities are reviewed annually in consultation with Headteacher.)*

**Details of Line Management**

* The post of Assistant Headteacher (Head of Sixth Form) is Line Managed by the Headteacher
* As a member of SLT this post is not subject to the directed time limitations attached to other teaching positions outlined in the Teachers Conditions of Employment.
* This description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment at any time after consultation with the holder of the post.
* This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of the SLT are expected to be flexible to ensure the most effective organization and delivery of learning.

# Person specification

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|  | **Essential** | **Desirable** |
| **Education/Qualifications and Training** |
| First degree | **X** |  |
| QTS and experience of teaching at KS 4 and 5 | **X** |  |
| Evidence of further study (MA, MBA, MEd etc) |  | **X** |
| Evidence of leadership training |  | **X** |
| Recent participation in a range of relevant in-service training | **X** |  |
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| **Knowledge Skills & Experience** |
| Senior leadership and management experience | **X** |  |
| Successful experience of planning for school improvement, with a clear commitment to review and monitoring, including self-evaluation strategies | **X** |  |
| Successful experience of managing change in an educational situation and an understanding of whole school issues | **X** |  |
| Experience of using assessment data to support school improvement | **X** |  |
| Experience of raising standards through leading staff development | **X** |  |
| Experience of whole school curriculum management leading to school improvements | **X** |  |
| Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school | **X** |  |
| Experience of having led whole school initiatives | **X** |  |
| Ability to use ICT effectively both to support children’s learning and to communicate and evaluate data | **X** |  |
| Experience of conducting staff induction , mentoring and performance management | **X** |  |
| A good understanding of the requirements of transition between key stages | **X** |  |
| Understanding of managing a budget | **X** |  |
| Understanding of effective techniques and policies for behaviour management | **X** |  |
| Ability to contribute to strategic planning  | **X** |  |
| Knowledge of the role of Governors | **X** |  |
| Ability to set, prioritise and meet challenging targets and deadlines, for students and the school, and to enable others to do this | **X** |  |
| Ability to motivate, promote good relationships and effectively communicate with all stakeholders | **X** |  |
| Understanding the accountability of the role | **X** |  |
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| **Personal Characteristics** |
| Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity | **X** |  |
| Flexible and willing to undertake a range of tasks | **X** |  |
| Good communicator | **X** |  |
| The ability to converse at ease with children/students/parents and provide advice in accurate spoken English  | **X** |  |
| The ability to think strategically and analytically | **X** |  |
| The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others | **X** |  |
| The ability to support colleagues | **X** |  |
| Strong organisational skills and ability to meet deadlines | **X** |  |
| Personal resilience, energy and enthusiasm | **X** |  |
| To have a sense of humour and an ability to keep things in perspective | **X** |  |

# How to apply

If you would like to learn more, we warmly invite you to visit our school, so that you can experience our ethos in person. Visits to the school will not form part of the selection process. Please contact Clare Lowery, HR Manager on 01635 270022 or email recruitment@thedownsschool.org.

As well as the completed and signed application form, we would request that in support of your application you provide a covering letter indicating how you meet the requirements of a Deputy Headteacher at The Downs School. Please return your applications by **Midday, Friday 15 April 2024 to Clare Lowery, Human Resources Manager** at the above address or e-mail at **recruitment@thedownsschool.org**

As part of any recruitment process, the school collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please view our privacy notice for job applicants for further information. Please address any enquiries on this to the data protection officer by emailing DPO@thedownsschool.org

Successful candidates will be subject to social media checks, a DBS enhanced check along with other relevant employment checks.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Completed application forms must be received by Midday on 15 April 2024.**