

# **The Billericay School**

**A Mathematics and Computing College**

**An academy within The Compass Education Trust Ltd.**

## **Recruitment Information**



School Road, Billericay, Essex, CM12 9LH  
Tel 01277 655191 Email [info@billericayschool.com](mailto:info@billericayschool.com) [www.billericayschool.com](http://www.billericayschool.com)



**The Billericay School**  
**A Mathematics & Computing College**  
**Letter from CEO**



Dear Applicant,

Thank you for your interest in the post of **Assistant Headteacher - Standards, Data & Assessment** at The Billericay School.

I hope that you find the information contained herein useful and that it provides with you a good understanding of the role and the school. Whilst we are unable to offer all aspects of our application process, we will make every effort to organise a socially distanced tour of the school, should you wish.

The application process is outlined later in this document but I would highlight that completed applications must be returned by Monday 19 April at 9.00am

I fully appreciate the time and effort required to complete an application for a post such as this and I thank you in advance. In return, we will read every application carefully. However, due to the volume of applications, it is not standard practice to acknowledge receipt of applications or advise candidates who have not been shortlisted.

Please do not hesitate to contact the school if you require any further information or would like to arrange a visit.

I look forward to receiving your application.

Kind regards

Mr Ahson Mohammed

**CEO of the Compass Education Trust Ltd.**





# The Billericay School

## A Mathematics & Computing College

### About Us



The Billericay School is one of the largest schools in Essex with a roll of almost 1700 students, including 300 in the Sixth Form.

The Billericay School is part of **The Compass Education Trust** and is registered as a charitable company at Companies House.

The Trust board is responsible for strategic decision making, trust policies, financial matters and educational standards in all its schools. It is required to publish an annual report each year together with its audited accounts. Each individual school within the trust has a local governing body, which monitors standards and pupil outcomes and may make recommendations to the Trust Board. The local governors also approve and monitor the school's budget. The local governing body for The Bromfords School and Sixth Form College is constituted by members of our local community and includes elected parent governors and staff governors.

The Billericay School site enjoys an enviable location; close to the town centre, yet situated in spacious grounds, the school is positioned on an elevated site with distant and sweeping views down towards the River Thames and beyond.

In times past, a windmill stood nearby, a piece of local history still commemorated in the school badge.



Teaching takes place in five principal blocks. The original structure, that dates from the school's foundation some sixty years ago includes an open air, furnished and planted quadrangle for lower school students to use during the summer months. Other buildings include a modern Technology and Business Studies block, an Art, Food Technology and Textiles building and a Sixth Form Centre that provides a modern, attractive environment for our older students.

Other resources include a large assembly hall with television link, a drama studio, a music suite with recording studio, a media area with video editing suite and a large library/ resource based learning centre, which includes extensive ICT and study facilities as well as housing over 20,000 books.



The school's sporting facilities are exceptional, including a swimming pool, sports hall, gymnasium and fitness suite. Our grounds include tennis and netball courts and football, rugby and cricket pitches. The school has recently achieved the national Sportsmark Award for its sporting excellence and work with the community.

The school also has a medical room, with the services of qualified staff throughout the school day.

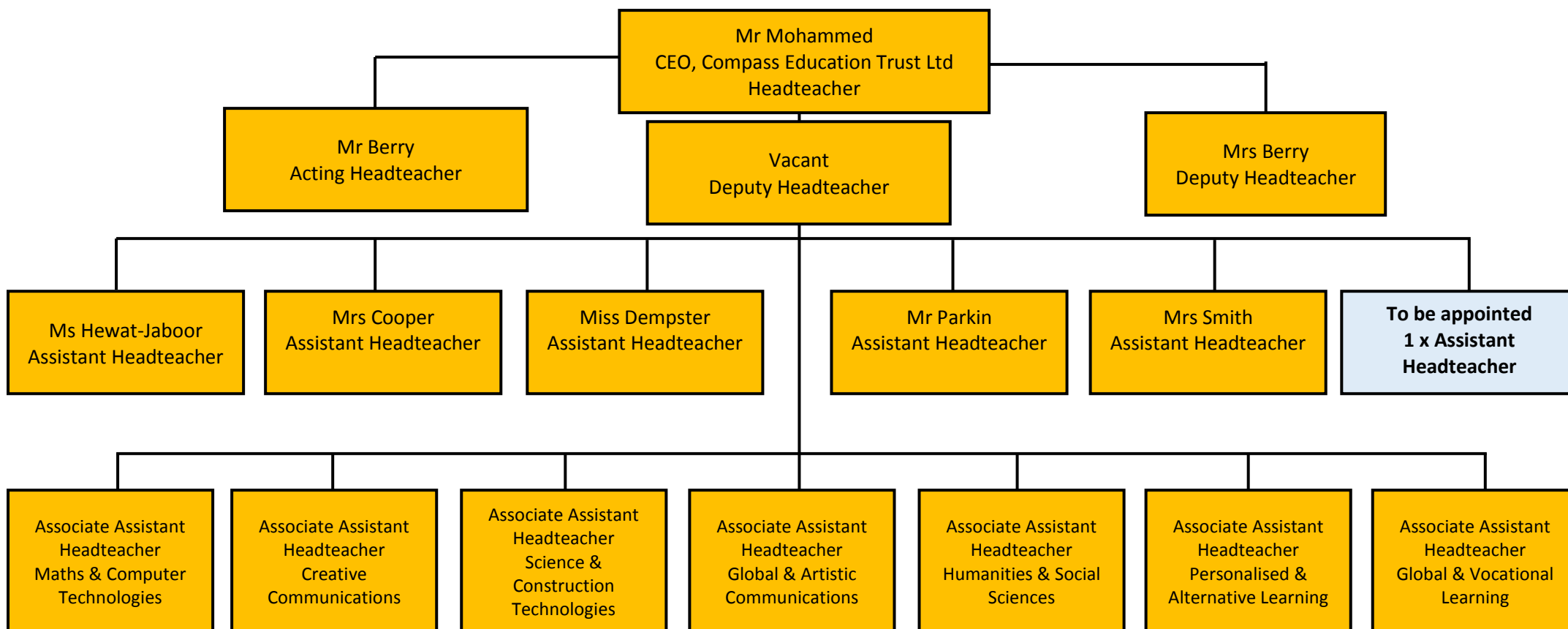
It is also worthy of note that many of our staff have chosen to send their own children to the school. What greater sign of confidence could there be!



# The Billericay School

## A Mathematics & Computing College

### SLT Structure





# The Billericay School

## A Mathematics & Computing College

### Job Description



<b>Job Title</b>	<b>Assistant Headteacher - Standards, Data &amp; Assessment</b>
<b>Grade/Salary</b>	Leadership Scale Point 14-18
<b>Date Required</b>	September 2021
<b>Closing Date</b>	Monday 19 April 2021 at 9.00am
<b>Interview Date/s</b>	Tuesday 27 April and Wednesday 28 April
<b>Reporting To</b>	Headteacher and Deputy Headteacher

#### Details

##### Accountable for:

- The development of robust and informative Assessment & Reporting Policies and Practices
- The development and implementation of KS3 Assessment Practices and Procedures
- The quality and accuracy of internal assessment data
- The collection & analysis of internal assessment data
- The provision, quality and accuracy of written reports [Monitoring Reports & End of Year Reports]
- The accurate analysis of examination outcomes [External & Internal]
- The provision of meaningful and accessible data for ESLT/Subject Leads/Key Stage Coordinators following each 'Data Collection'
- The effective use of the data management systems [SIMS Assessment, 4Matrix) and external data packages used for assessment (Alps, FFT)
- KS4 Outcomes, including coordination of intervention for specific groups.
- Year 11 Cohort Champion to support achievement
- Support with KS4 Behaviour and attitudes
- Self-Review [T&L/ Implementation]

#### Key Responsibilities

##### Teaching:

- To fulfil all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers.
- To be an excellent practitioner.

##### Strategic Direction and Development:

- To be a member of the Senior Leadership Team and participate fully in developing and communicating a clear and strategic vision of the development of the school.
- To motivate and empower others to carry this vision forward.
- To model the values and ethos of The Billericay School.
- To support the Headteacher and Deputy Headteachers in leading and managing the school effectively and in the review, implementation, development and monitoring of whole school policies that promote the school's values, aims and objectives.



# **The Billericay School**

## **A Mathematics & Computing College**

### **Job Description**



- To contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in school self-evaluation and in the preparation, implementation and monitoring of the school's improvement plan.
- To attend SLT meetings.
- To plan, organise and chair meetings as appropriate.
- To attend meetings of the Local Governing Body as required.

#### **Line Management Responsibilities:**

- To contribute to the raising of standards of attainment across the school, but specifically in the faculties line managed.
- To be accountable for student progress in the subject areas line managed.
- To ensure appropriate monitoring of teaching and learning in the subject areas line managed; developing the quality in accordance with school policies and procedures.
- To implement school policies on behaviour and welfare.
- To be accountable for staff deployment, training and performance management in the faculties line managed.
- To line manage the work of a faculty area.

#### **Specific Responsibilities:**

##### **Assessment**

- To work with the AHT (Teaching & Learning) to support teaching staff in the design and use of formative assessments in the classroom
- To assist AAHTs/Subject Leads/Key Stage Coordinators in the design of appropriate and information summative assessments
- To set meaningful targets for students
- To assist the Deputy Head (Outcomes) in setting meaningful whole-school and subject targets
- To develop an Assessment Policy and Assessment Procedures that are fit for purpose [provide the information required to monitor progress and analyse outcomes], manageable for staff [in terms of workload] and in an accessible format for parents
- To review the Assessment Policy annually
- To review the Marking Policy annually

##### **Data**

- To work with the AAHT (i/c Data Management) to ensure that the data management systems used are accurate, secure and as user-friendly as possible for staff
- To ensure the school complies with staff workload agreements in relation to the frequency and quantity of assessment data entry required of teaching staff
- To provide analyses of outcomes for both external and internal exams; data to be in an appropriate and accessible format for the intended audience
- To produce the 'Data Collection Schedule' for each academic year



# **The Billericay School**

## **A Mathematics & Computing College**

### **Job Description**



#### **Reporting**

- To work with the AAHT (i/c Data Management) to develop a reporting system that meets statutory requirements and is informative for students and parents without being over-burdensome for staff

#### **Quality Assurance Framework / School Self Review**

- Co-ordinate the following activities as part-of the 'Outcomes' strand of the school's QA Framework and annual self-review process:
  - Review meetings with AAHTs/Subject Leads/Key Stage Coordinators to analyse the outcomes of both internal and external exams, and agree action points for the improvement
  - Interviews with AAHTs/Subject Leads/Key Stage Coordinators to confirm that the summative assessments being used are those outlined within the curriculum plan (Intent) and are being used in a consistent manner (Implementation)
  - Learning Walks with AAHTs/Subject Leads/Key Stage Coordinators to assess the appropriate and consistency with which formative assessment techniques are being used to inform teaching
  - Book Scrutiny to assess the quality and consistency of marking and feedback

#### **Notes:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. 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 in accordance with the school's published Time Policy.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



# The Billericay School

## A Mathematics & Computing College

### Person Specification



Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"><li>• Supportive reference/s</li><li>• Well structured supporting letter</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher status</li><li>• Degree</li></ul>	<ul style="list-style-type: none"><li>• Further professional qualifications [SLE and/or NQML]</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 6 years teaching in secondary education</li><li>• Experience of working successfully and co-operatively as a leader and a member of the extended leadership team in a school</li><li>• Experience of the successful leadership and management of change at middle management level</li></ul>	<ul style="list-style-type: none"><li>• Teaching experience in all 3 Key Stages</li><li>• Involvement with school and community links</li><li>• Experience of administrative procedures</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Undertaken Personal Professional Development activities covering teaching &amp; learning, assessment, curriculum and management within the last two years</li></ul>	<ul style="list-style-type: none"><li>• Evidence of active interest in staff development</li><li>• Experience of planning and managing staff development</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively in a variety of situations</li><li>• Proven leadership skills</li><li>• A proven record in middle management and extended senior leadership, promoting development, planning, delivery monitoring and evaluation</li></ul>	<ul style="list-style-type: none"><li>• Ability in administration, budget and personnel management</li><li>• Can offer a range of teaching</li></ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"><li>• A clear vision and understanding of the needs of secondary students</li><li>• A clear vision of the impact that good assessment practice can have on the academic progress of students</li></ul>	<ul style="list-style-type: none"><li>• Use of ICT in supporting all aspects of school and professional life</li><li>• Familiarity with assessment/data packages [i.e. SIMS Assessment Manager, 4 Matrix, ALPS]</li></ul>





## The Billericay School A Mathematics & Computing College Application Process



### Applying

If you would like to apply for this vacancy, please download and complete the application form which can be found on our website: <https://www.billericayschool.com/vacancies/>

Application forms should be completed electronically or sent as a scanned document to:  
[info@billericayschool.com](mailto:info@billericayschool.com).

Should you experience any technical problems, please do not hesitate to contact Mrs Efreme, PA to Mr Mohammed, via the above email address.

- Please be advised that we **do not accept CVs** as a form of application.
- Due to the volume of applications, it is not standard practice to offer feedback. However, we will endeavour to acknowledge receipt of applications.
- Our Governing Body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment.
- A member of our Governing Body will be involved in the interview process.
- We will endeavour to request references ahead of interview.
- Employment is subject to satisfactory medical checks, enhanced DBS clearance and suitable references.

We look forward to hearing from you.