



OATHALL  
COMMUNITY  
COLLEGE

# Role: Assistant Headteacher **APPLICATION PACK**

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"Oathall is committed to promoting respect, aspiration, achievement and enjoyment in a supportive environment."

# MESSAGE FROM THE HEADTEACHER



Dear Candidate



I am delighted that you are interested in working with us at Oathall Community College. We want to recruit and retain the best people so that we can provide an exceptional experience for every child in our learning community.

Oathall is a genuinely comprehensive school at the heart of its community. High academic standards are coupled with a strong and supportive pastoral approach. The wellbeing of everyone in our school is highly and equally valued; of all the many positives recognised by Ofsted I am most proud that they described us as a “happy school community”. Our students are vibrant, enthusiastic learners and actively engage with the extensive range of opportunities available to them.

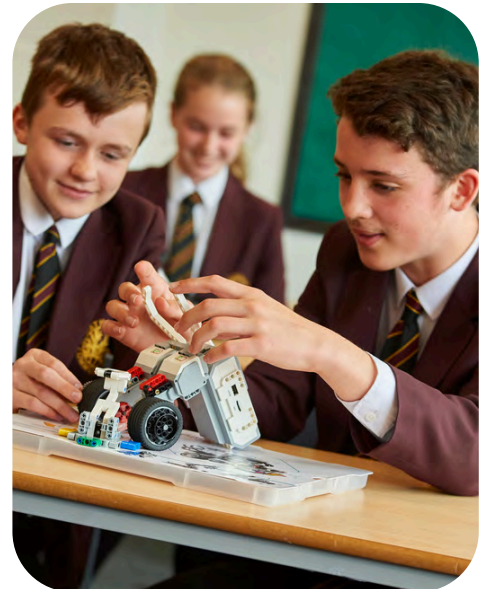
Professional development at Oathall is all about how we can get even better at what we do and is supported in many ways, not least by collaboration across our Federation of four secondary schools.

We are very proud of our students and how staff help them to achieve. Progress and attainment measures are routinely well above local and national averages. Students value their academic work and the quality of the teaching they receive, but also recognise that personal development is of equal importance. They have a strong sense of belonging to Oathall's community and identify with our values. A warm and collaborative ethos means students are well known by teachers and supported by their peers.

I hope the information provided here and our website gives you an insight into Oathall, but I encourage you to visit so that you can experience this for yourself.

I look forward to welcoming you to Oathall.

Toby Houghton  
Headteacher





# OVERVIEW

## School statement

“Oathall is committed to promoting respect, aspiration, achievement and enjoyment in a supportive environment.”

## We do this by ensuring

- Personal challenge and achievement.
- Respect for others.
- Enjoyment of learning.
- Participating in our community.
- Aspiring to excellence.
- Respect for ourselves.
- Everyone's college: Oathall.



Oathall is a mixed comprehensive community college with over 1300 students located in the heart of Mid-Sussex. We are situated on the boundaries of the town of Haywards Heath and the village of Lindfield. We work closely with the other schools in our Federation of secondary schools.

Learning is at the heart of all we do, and the college has clearly stated teaching and learning expectations for all members of the college. Our *Every Lesson, Every Day* strategy sets out what we believe are the core features of exceptional lessons. Students study a broad curriculum for three years at Key Stage three and have a diverse choice of option subjects available to them for Key Stage four. They are well taught, work hard and achieve impressive results year on year. The most recent Ofsted inspection in September 2023 graded the school as continuing to be good and highlighted strengths in many areas. To build on this the school has thorough self-evaluation processes in place that form the basis of an ambitious College Development Plan. The comprehensive programme of continuing professional learning ensures that each member of the Oathall team can fulfil their entitlement to a bespoke package of training that is underpinned by the appraisal system.

The college has a full spectrum of accommodation catering for all subjects. Subjects that require specialist learning spaces and resources have access to them; be it the flood lit 3G artificial turf pitch in PE, the recently refurbished Science and Mathematics Block, the 3D printer in engineering, the Mac suite in music or the purpose-built dance studio in performing arts. All classrooms are fitted with networked PCs and digital screens.

Sets of Chromebooks are available for use in lessons so that students can take full advantage of our Google for Education provision. Classrooms across the college are well equipped and a rolling programme of building and maintenance development ensures that learning environments are kept up to date.

We are nationally and locally renowned for our outstanding school farm. We are delighted to have such a valuable and unusual educational facility. The farm enhances student learning and development in unique and creative ways and enables a range of courses and extra-curricular activities to take place that are distinctive to Oathall.







At Oathall, the Leadership Team is unwavering in its dedication to achieving the highest possible outcomes and providing exceptional support for every student. Our cohesive group thrives on strong, collaborative relationships. The Leadership Team includes the Headteacher, Deputy Headteacher, five Assistant Headteachers and the Business Manager. All SLT members (excluding the Business Manager) are DSL trained.

Each member brings their unique strengths to the table, working alongside our dedicated governors, to define the overarching shared vision for Oathall. Strategic leadership of all areas of the school is distributed amongst the team, empowering leaders to spearhead the development, monitoring and evaluation of school priorities. The Senior team are instrumental in guiding Heads of Faculty, Heads of Year, and other dedicated staff, both teaching and support, across the school to deliver these priorities.

There is an absolute commitment to professional development and growth. We periodically review the distribution of responsibilities, ensuring that every team member has the opportunity to broaden their experience and develop professionally. Through research and innovation different approaches and solutions are incorporated into our planning and development. We are proud that this is recognised across the county.

The strength of our middle leadership is a cornerstone of our success. These middle leaders are instrumental in building on our many strengths, ensuring consistent and ongoing improvement to achieve the shared goal of being exceptional in all areas.

**Our vision for the future is clear:**

**Exceptional teaching and learning for all:** Inspiring students to reach their full potential through innovative and engaging educational practices.

**Exceptional support for all students:** Upholding our values by providing unwavering support to nurture and empower every student.

**Exceptional leadership across the school:** Cultivating a culture of excellence in leadership, driving forward our mission for school-wide improvement.



## **We have a proactive approach to support a healthy work life balance including**

- Careful planning of meetings, events and activities over the year to minimise the times staff are expected to work after the end of the school day each week.
- Online parents' evening allowing staff to conduct appointments from home or in school.
- Early closing for open evening, at Christmas and the end of the summer term.
- A 3 day weekend in the autumn term facilitated by disaggregated INSET time.
- Teacher-directed time is notably & actively kept below statutory limits.
- We allow flexible discretionary leave to support family commitments and life events.
- Staff have full use of the school library alongside an extensive professional learning collection.
- Staff Voice is highly valued and concerns acted on.
- An appraisal system for all staff with realistic and meaningful objectives.



## **We offer these great employee benefits**

- Access for teachers to a range of health care and well being services from our teacher absence insurance providers such as 24/7 GP services, physiotherapy, counselling & mental health support.
- Confidential access to the WSCC employee assistance programme.
- Trained adult mental health first aiders.
- Free use of our school fitness gym, weekly staff yoga session.
- Lunch provided on INSET day.
- Support for return to work following absence including occupational health support for reasonable workplace adjustments.
- All staff are encouraged to participate in enrichment trips with opportunities to go on ski trips, overseas visits, trips to the theatre and museums for free.





## JOB DESCRIPTION

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**Job title: Assistant Headteacher - Inclusion and SEND**

**Accountable to: Headteacher**

**Salary range: Leadership Pay Scale 11-16**

### Overview

The job description sets out the overarching responsibilities of the post holder and as such can be applied, under the direction of the Headteacher, across a range of areas of leadership and management within the school. The specific responsibilities that the post holder will be accountable for are to be agreed by negotiation, taking into account their strengths and experience, whilst also considering the distribution of responsibilities amongst the Leadership Team. Job descriptions are subject to review and amendment.

### Core purpose

In the role of Assistant Headteacher for Inclusion and SEND, the individual will significantly influence the educational journey of all students, with a special emphasis on those with special educational needs and disabilities (SEND) and mental health and wellbeing needs, including when these might affect their attendance (EBSA). They will collaborate closely with the school's SENDCo and Inclusion Manager to lead the school's inclusion practices. The role involves managing and enhancing interventions to effectively re-engage and support targeted students, ensuring they receive the necessary resources and guidance to thrive. This individual will be part of a supportive, ambitious, and ethically-driven leadership team, dedicated to placing students' best interests at the forefront of every decision.

### They will take a major role in

- The strategic leadership of Inclusion and SEND across the school.
- Supporting the operational elements of Inclusion and SEND quality assurance.
- Line managing key staff including the Inclusion Manager and SENDCo and liaising with external agencies to ensure that Oathall offers the best possible support for all students.
- Developing and implementing a comprehensive strategy to effectively manage resources, adjust the curriculum, and adopt alternative approaches for optimal learner outcomes.
- Optimising how the Oathall farm and inclusion centre will be utilised to enhance educational goals.

## **School culture**

- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the school.
- Being committed to working in a cohesive, collaborative, supportive and forward-thinking leadership team who share an ambitious vision for Oathall.
- Foster a culture of high academic achievement and outstanding personal development for all students.
- Uphold educational standards that best prepare students from all backgrounds for a successful and rewarding future.

## **Strategic planning and management**

- Contribute to the development and implementation of the school development plan.
- Lead initiatives that help to meet the diverse needs of students and promote excellence in teaching, learning and assessment.
- Approach all aspects of the role with consideration to managing staff work load and promoting well-being.
- Establish and oversee operational systems, processes and policies so that the school can operate effectively.
- Allocate finance appropriately, efficiently and effectively.
- Effectively manage the school resources, relevant to the role, to achieve strategic objectives.

## **Staff development and performance**

- Ensure a culture of staff professionalism based upon high expectations communicated with clarity.
- Recruit, retain and develop highly skilled staff who are committed to the school's vision and values.
- Ensure staff have high quality professional learning aligned with the school improvement priorities and their individual needs.
- To aid the management of appraisal systems to evaluate staff performance, recognise achievements and support rapid progress in areas requiring development
- Line manage staff with an unwavering focus on enhancing all students' development and outcomes.
- Facilitate access to internal and external opportunities to enhance professional learning.

## **Teaching, curriculum and assessment**

- Ensure the teaching of a broad, well-structured and coherent curriculum that presents an appropriate level of challenge for all students.
- Ensure that curriculum leadership at all levels is driven by the Oathall Curriculum principles.
- Analyse academic data to provide insightful evaluations of curriculum impact and student outcomes, and use these processes to inform strategic direction.
- Contribute to the monitoring, evaluation and quality assurance of teaching across the school.
- Promote a culture and embed practices that enable all students to access the curriculum.



## **Student personal development, welfare and behaviour**

- Have ambitious expectations for all students, with particular attention given to those with SEND and that are disadvantaged.
- Be integral to ensuring the well-being, safety and personal development of all students, fostering a nurturing and inclusive environment.
- Have a sharp focus on high standards of student behaviour, underpinned by caring relationships between all members of the school community.
- Use and expect others to use consistent and fair approaches to managing behaviour, in line with the school behaviour policy and protocols.
- Contribute to the effective implementation of pastoral care systems and support mechanisms to address the individual needs of all students.
- Take a lead on safeguarding cases as required.

## **Working in partnerships**

- Establish and develop positive and purposeful relationships with all stakeholders and the local community to enhance student support and engagement.
- Collaborate with other organisations and schools, particularly those in our federation, to support school improvement.
- Engage with professionals from external agencies to secure excellent outcomes for students.
- Recognise, appreciate and engage with effective governance, fulfilling obligations to provide account and accept responsibility.

## **Statutory and wider expectations**

- Fulfil all aspects of the Teachers' Standards, teaching in the region of 15 periods per fortnight.
- Fulfil all requirements and duties detailed in the School Teachers' Pay and Conditions relevant to this role.
- Maintain thorough and up to date knowledge and understanding of statutory educational documents and wider sector issues and developments.
- Comply with and actively promote the school's health and safety policy.
- Comply with all aspects of data protection and confidentiality.
- Play a full part in the life of the school community, support the school ethos and encourage all staff and learners to follow this example.
- Undertake any other duties reasonably requested by the Headteacher.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The Headteacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the school, national agenda and statutory legislation, after consultation with the post holder.







## PERSON SPECIFICATION

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### Qualification and training

- Qualified teacher status.
- Good honors degree.
- Evidence of recent and relevant professional development at leadership level.

### Experience

- Impactful leadership at secondary level.
- Middle or senior leadership experience in more than one school.
- Experience in developing and implementing inclusive practices.
- Leadership of innovation and change which had demonstrable impact on school improvement.
- Involvement in student centered initiatives that have influenced students' personal development.
- Evidence of improving the professional practice of staff.
- Significant involvement in school self-evaluation and strategic development planning.
- Successful line management, staff appraisal and development resulting in improved outcomes for students.
- A successful team leader and player.
- Collaborative working with other schools and / or outside agencies.

### Skills and knowledge

- Understanding of excellent evidence based teaching resulting in strong student progress, and the ability to model this for others.
- Good understanding of SEND legislation and Inclusive practices.
- Thorough understanding of curriculum intent, implementation and impact.
- Broad and up to date knowledge of current educational issues, national policy, school governance and financial frameworks.
- Excellent communication and interpersonal skills, demonstrating the ability to inspire others and build strong working relationships.
- Ability to work through challenges, make difficult decisions and exercise sound judgement with integrity.
- Use data to celebrate successes, identify areas for development and set targets for school improvement.
- Confidence to challenge underperformance in a compassionate and constructive way.
- Ability to achieve successful outcomes through positive and influence others to do the same.

**Personal qualities and values**

- Belief that education is fundamental to success in life and that all young people deserve access to an education of the highest quality.
- Commitment to getting the best outcomes for all students.
- Display an inclusive and collaborative leadership style.
- Ability to formulate an ambitious vision underpinned by the values of the school and communicate this to all stakeholders.
- Have the highest expectations of self and others.
- Resilient, creative and reflective practitioner, able to calmly adapt to changing priorities.
- Possess the energy, presence, positivity and commitment required for outstanding school leadership.
- Maintain a positive and optimistic attitude, even during challenging situations
- Commitment to safeguarding and equality.





# HOW TO APPLY

Applications should be completed using the teacher application form along with our recruitment monitoring form (both available on our website) and supporting statement (no more than two sides of A4).

Your supporting statement should demonstrate how you would fulfil the job description and the degree to which you meet the person specification.

Please email the documents to [jobs@oathall.org](mailto:jobs@oathall.org) or post to Mrs Sara Atkin no later than the advert deadline.

You may also apply via the TES website.

Suitable candidates may be invited to interview prior to the closing date, and we reserve the right to close the vacancy early should sufficient applications be received.

## **Safeguarding Statement**

Oathall Community College and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All staff working at Oathall will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

