



Orbis
Education
Trust



Kingsthorpe
College



Kingsthorpe College

Orbis Education Trust

Assistant Headteacher

RECRUITMENT PACK

September 2023

About

Orbis Educational Trust

Orbis Education Trust was founded In September 2021 and comprises of:

- **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, possibly outstanding if full Section 5 inspection, February 2020); and
- **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

A third school will soon join the Orbis family.

- **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all pupils with a wider education to develop their life skills. In our schools we have Combined Cadet Force (CCF) contingents (Army and Royal Navy), and extensive Duke of Edinburgh award programmes.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of pupils, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources, and to providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing, and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon CPD. All Orbis schools will be supported in modifying the school day to enable this.

What we offer:

- A competitive salary
- Automatic progression through pay points
- Continuous Professional Development
- Competitive pension
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working including a 9-day fortnight
- Access for staff and their families to a Healthcare scheme
- Free parking
- A staff wellbeing day during term time
- Cycle to work scheme
- Discounts on holidays and retailers
- Collection and delivery of dry cleaning
- Long service and social events



Job Details

POST OF:

Assistant Headteacher

AT:

Kingsthorpe College

SUMMARY OF ROLE:

An exceptional opportunity is available for a talented leader with a passion for teaching and learning to join our strong, well established Senior Leadership Team. We are looking for an individual with a good knowledge of the curriculum, a research informed approach and a proven track record of raising student outcomes.

COMMENCEMENT:

January 2024

CONTRACT TYPE:

Permanent, Full Time

SALARY:

L14 - L18 (£65,430 - £71,729)

Joining Kingsthorpe College

There is a vibrancy and an energy across our college. We firmly believe that Kingsthorpe College is successful because we work so well with each other

At Kingsthorpe College, we are passionate about providing opportunities for all our students to achieve artistic, athletic and academic excellence. We very much believe that our role is to help develop successful learners, confident individuals, and responsible citizens. In addition to ensuring that all our young people achieve their potential in these areas, there is also a genuine commitment to respect for individuals which is demonstrated in the daily life of the College.

High quality relationships are at the heart of everything that we do. We want our young people to be happy, confident, curious, and resilient learners. We know that this can only happen if relationships are built on trust and mutual respect. We believe that when young people feel safe and secure, everything is possible, and we promise to do our utmost to make sure that we unlock the potential in everyone.

All we can ask from our students is that they do their best, and we value hard work, determination, and thoughtfulness. We are proud of the extracurricular provision that we can offer, and we work hard to give our students plenty of opportunities to develop their confidence and creativity – both in and out of lessons.

We believe in clarity of communication, and the power of feedback. We always welcome open and honest dialogue between all those involved in and with the College. We are excited and optimistic about what the future holds for the young people and community which we serve.

Sharan Matharu (Headteacher)

Our Values and Ethos are:

Aspiration, Responsibility, Respect and Care

- To significantly stretch the performance and achievement of every student.
- To provide an exciting curriculum that makes learning enjoyable.
- To develop in each student a positive self-image and sense of worth.
- To promote high aspirations and high expectations.
- To develop respect for, and the recognition of, the needs of others.
- To enable each student to make informed decisions and exercise their rights and responsibilities.

To achieve all of this we will:

- Work in close partnership with students and their families.
- Engage effectively with other services in meeting all students' needs.
- Sustain an ordered community where expectations are consistently applied.
- Encourage students to take responsibility and develop leadership skills by working with each other.
- Promote enrichment activities which build on the curriculum and develop personal qualities.



Assistant Headteacher

We are seeking to appoint an inspiring, innovative Assistant Headteacher to join the Senior Leadership Team. You will be an outstanding classroom teacher with a passion and drive to improve quality of education and opportunities for students across our school.

Highly organised with meticulous attention to detail, the successful candidate will demonstrate a deep understanding of curriculum design, an evidence-informed approach to pedagogy and be ambitious for all pupils, enabling them to thrive within a caring, positive environment.

You will have excellent interpersonal skills, leadership experience and the qualities to enable Kingsthorpe College to improve and drive standards for excellence.

To apply for this post, please complete an application form and submit this along with a covering letter on not more than one side of A4.

Closing date for applications: 9am on 29th September 2023

Interviews will be held on the 4th of October 2023

Please note the College cannot accept CV's. Applicants must complete a Teaching Application Form that is available on the college website at www.kingsthorpecollege.org.uk/workwithus

Email your completed application form to hr@kingsthorpecollege.org.uk Kingsthorpe College, Boughton Green Road, Kingsthorpe, Northampton NN2 7HR Tel: 01604 716106

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Job Description

Main purpose

The Assistant Headteacher, under the direction of the Headteacher and/or Deputy Headteacher, will take a role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

The Assistant Headteacher will also have a timetabled teaching commitment complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher or Deputy Headteacher.

Duties and responsibilities

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school.
- Communicate the school's vision compellingly in pursuit of world class status and support the school's strategic direction.
- Develop, embed, and champion the school values.
- Lead by example, focusing on providing excellent education for all pupils.
- Lead on whole-school strategies and policy areas.
- Monitor, evaluate and review the effectiveness of areas of responsibility within the SIP.
- Contribute and take responsibility for pertinent aspects of the SEF.
- Take an active role in preparation and participation of any external QA processes, e.g., Ofsted.
- Lead on cross school initiatives including working within other schools as part of Southfield's collaborative process.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Ensure relevant policies are reviewed against up-to-date legislation and DfE regulations.
- Seek training and continuing professional development to meet own needs.
- To lead aligned to the Ethical Leadership Framework.

Managing staff

Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff.
- Line manage areas of the school, as directed by the Headteacher or Deputy Headteacher. This could involve deputising for an absent middle leader.
- Performance manage designated middle leaders, or other non-curriculum team leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance.
- Be prepared to conduct disciplinary procedures, capability systems or complaint investigations, as directed by the Headteacher, Deputy Headteacher or HR Manager.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.

Modelling best practice for teachers

Under the direction of the Headteacher or Deputy Headteacher:

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.
- Implement strategies and initiatives to share best practice with others across schools, developing confidence and skills in others.

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice both within Southfield and within other schools in the collaboration.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Deputy Headteacher.



Person Specification

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications	<ul style="list-style-type: none"> • Good honours degree; Qualified Teacher Status • Evidence of professional development in preparation for a senior leadership role • Completion or working towards the Southfield Leadership Development Programme or Middle Leadership / professional qualifications, e.g. NPQML 	<ul style="list-style-type: none"> • Masters degree
Experience and Knowledge	<ul style="list-style-type: none"> • Understanding of current national initiatives and developments in education • Leadership and management experience in a school • Line Management experience • Experience of contributing to staff development • Experience of working with other schools or external organisations to lead change 	<ul style="list-style-type: none"> • Experience of Senior Leadership • Experience in more than one school • Experience of leading, or significant involvement in, successful whole school initiatives.
Ability and Skills	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and direct experience of managing a budget • Effective communication and interpersonal skills • Ability to communicate the vision and inspire others • Ability to build and maintain effective working relationships 	
Personal Qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for students and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • An ethical belief and approach 	

Suitability to work with children	<ul style="list-style-type: none">• Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'• Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young	
Equal Opportunities	<ul style="list-style-type: none">• Ability to demonstrate awareness/understanding of equal opportunities.• Commitment to equal opportunities in the delivery of the curriculum.	

