



Orleans Park

RECRUITMENT PACK

Vacancy Assistant Headteacher KS3

Deadline 10am on Friday 31 January 2025



Assistant Headteacher KS3
Required for September 2025
Leadership Group Pay Spine L15 – L21 (Outer London)
Full Time, Permanent contract

The Governors of this highly successful and oversubscribed 11-18 school are seeking to appoint an outstanding Assistant Headteacher. The successful candidate will join an experienced and enthusiastic Leadership Team committed to a programme of continuous improvement.

Orleans Park is an Outstanding School (Ofsted November 2023) with over 1,350 students, serving its local community in Twickenham. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.



What's it like to work at Orleans Park? Click the icon to find out.

We are seeking a current Assistant Headteacher or experienced middle leader and the successful applicant will be an outstanding teacher with:

- a proven record of raising attainment and making a difference
- excellent interpersonal and leadership skills
- the ability to contribute to the strategic direction of the school



To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

Closing date for applications: 10am on Friday 31 January 2025
Interviews: week beginning 3 February 2025

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2024) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are an equal opportunities employer.



Title of post:	Assistant Headteacher - Key Stage 3
Scale	Leadership Group Pay Spine L15 - L21 (Outer London)
Reporting to:	Headteacher
Responsible for:	Line management of named middle leaders and support staff
Job Purpose	<p>The core purpose of the Assistant Head is to support the Headteacher and to provide professional leadership and management for the school, to embody the vision, ethos and aims of Orleans Park School and to enable all its students to be the best that they can be.</p> <p>Accountable to the Headteacher and Governing Board, the Assistant Headteacher must support the SLT in providing vision, leadership and direction for the school ensuring that it is managed and organised to meet, and surpass, its aims and targets.</p>
Main Areas of Responsibility:	<ul style="list-style-type: none"> • To raise standards and outcomes of all students at Key Stage 3 • To provide vision and leadership for teaching and learning and to promote and develop whole school policies and procedures • To raise standards in teaching & learning and assessment, and support curriculum development, leading to higher standards of achievement • To oversee Looked after Children • To lead on the development of the Key Stage 3 curriculum (Y7, 8 & 9) • To improve the opportunities and raise outcomes of disadvantaged students at Key Stage 3 • To lead on the Options process • To lead on the catch up curriculum • As a member of SLT to contribute fully to effective leadership of the school leading to improved standards of all aspects of the school's work • To provide leadership of, and take accountability for, designated areas of the school's work, leading to measurable improvement • To line manage a range of staff, ensuring that those staff work to effect continuous improvement • To lead on continual professional development in the school • To promote the ethos, aims and objectives of the school

- To assist the Headteacher and SLT in determining the strategic direction and development of the school
- Managing staff and resources and monitoring progress towards the achievement of school aims
- To lead on Parent engagement and workshops
- Undertake any professional duties the Head reasonably delegates.

MAIN DUTIES: this job description should be read in conjunction with the professional requirements as set out in the STPCD.

Specific area of responsibility: Key Stage 3

Shaping the future

- Support the Headteacher
- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrating the vision and values of the school in everyday work and practice
- Play a leading role in the school improvement and school self-evaluation planning process
- Manage school resources in partnership with the SLT
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- Lead by example when implementing and managing change initiatives in partnership with the SLT
- Promote high expectations for attainment and achievement
- Promote a culture of inclusion within the school community where all views are valued and taken in to account
- Work with outside agencies and stakeholders to inform future action.

Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- With the SLT, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Contribute to an effective behaviour for learning strategy

	<ul style="list-style-type: none"> • Contribute to a diverse, engaging and ambitious curriculum with a key commitment to raising standards of literacy, numeracy and oracy for all and which provides students with the skills they need for future success at work and in life • Maintain a highly visible presence throughout the School ensuring positive interaction with all members of the School Community • Monitor and target progress to raise standards and ensure a continuous and consistent school-wide focus on individual student achievement • Engage parents and other carers in the progress and success of their children • Monitor, evaluate and review classroom practice and promote strategies for continuous improvement.
Staff Development	<ul style="list-style-type: none"> • Develop an ethos which encourages and nurtures organisation, partnership and skill, individual and team creativity, and a culture of high expectations for all • Ensure all staff responsibilities are clearly defined, understood and agreed • Regularly review own practice, set personal targets, and take responsibility for own personal development • Manage own workload and that of others to allow an appropriate work/life balance.
Managing the organisation	<ul style="list-style-type: none"> • Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its faculties • Work with the SLT to ensure that policies and practices take account of national and local circumstances, policies and initiatives. • Work with the SLT to recruit, retain and deploy staff appropriately • Work with the SLT to manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. • Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money. • Ensure the day-to-day effective organisation and running of the school.

<p>Securing accountability</p>	<ul style="list-style-type: none"> • Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school • Work with the Governing Board, providing information, objective advice and support, to enable it to meet its responsibilities. • Work with the SLT to ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review. • Develop and present a coherent and accurate account of the school's performance to a range of audiences, including Governors, parents and carers.
<p>Strengthening community</p>	<ul style="list-style-type: none"> • Work with the SLT in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers • Develop and maintain contact with all specialist support services as appropriate • Promote the positive involvement of parents/carers in school life • Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties • Strengthen partnership and community working via Orleans Park Connect • Promote positive relationships and work with colleagues in other schools and external agencies.

Other Specific Duties

- To play a full part in the life of the school community, to support its vision and mission and to encourage and ensure staff and students follow this example
- To be courteous to colleagues and be welcoming to visitors
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher
- To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above

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

Other Specific Duties

The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Person Specification – Assistant Headteacher

The Governing Board is seeking to appoint an Assistant Headteacher who will challenge, motivate and inspire this high-achieving school to move forward to even greater success.

It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

Qualifications

- Degree and teaching qualifications (QTS)
- Recent and relevant professional development
- Higher level study e.g. MA, NCSL Programme, NPSL, NPQML

Experience

- Previous middle leader/senior leadership experience with significant Line Management responsibility
- Experience of curriculum development
- A track record of driving strategies to raise standards of the quality of education
- Successful track record of teaching across the age and ability range

Professional Knowledge and Understanding

- Knowledge of developments in learning and teaching, and the ability to use these to improve student achievement
- Commitment to collaborative and consultative working
- Capability to design and implement an ambitious curriculum which is driven by the needs of the students
- Direct knowledge of strategies to raise standards; an aptitude and enthusiasm for effective analysis of data and its use in setting targets for improvement
- Recognition of the need for partnerships and effective collaboration with other schools, agencies and organisations.

Skills and Attributes

- An innovative and collegiate leadership style with the ability to motivate staff and to build on the existing high standards in the school
- An understanding of the importance of, and the desire to engage with and inspire all young people whatever their challenges
- The ability to cope with the pressures of senior leadership and to ensure that the demands of the post do not preclude a full and balanced life
- Ability to lead and inspire staff and students of all abilities and to communicate high expectations
- A leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents – the ability to work well with others is vital
- Recent involvement in providing training and development for staff
- Strong written communication and presentation skills; high order administrative and management skills
- Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines
- Strong emotional intelligence that is attuned to supporting students, parents and staff
- A creative and innovative thinker, able to engage in debate with all stakeholders
- A person of judgement with a high degree of professionalism and integrity, who will uphold the values of the school and see students as the absolute priority.

Personal characteristics

- Capacity to work very hard under pressure
- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful
- Resilient
- Determined



To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.



Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at recruitment@orleanspark.school



To see how the school uses prospective candidate's personal data, click the icon.





Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.



Click the icon to read our full Safeguarding Policy.





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