

St Bede's School

'Christian Education at its Best'



Assistant Headteacher

Key Stage 3

Salary L13 – L19

(£64,737 - £74,811)

To start September 2024

Application Deadline: 9:30am on 18 April 2024

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging

Education

Determination

Excellence

Service

Ofsted
Outstanding
Provider



About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2019	2023
Attainment 8	58.27	58.63
Progress 8	+0.73	TBC
EBACC	54%	45%
EBACC entered	84%	57%
4+ English	92%	92%
4 +Maths	89%	94%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."
Ofsted 2023

Dear applicant,

Appointment of an Assistant Headteacher

Thank you for your interest in this important post.

The person appointed will have responsibility for Key Stage 3, as well as other leadership responsibilities, including line management of curriculum areas.

As of September 2024 our leadership team consists of:

Headteacher (Adam Powell)
Deputy Headteacher: Curriculum (Adam Saunders)
Deputy Headteacher: Pastoral (Nicholas Blount)
Assistant Head: Raising Achievement Leader (James Wood)
Assistant Head: Teaching and Learning (Tom Ramsbottom)
Assistant Head: Literacy (John Hardy)
Assistant Head: SENDCo (Trecia Douglas)
Assistant Head: DSL (Emma Batterbee)
Assistant Head: KS5 (Anna Woodroffe)
School Business Manager (Vanessa Lygo-Baker)

St Bede's is a popular and thriving school. We benefit from the support of three Christian traditions and have an excellent track record in securing academic success, providing a wide range of enrichment opportunities and ensuring an excellent all-round education.

Over recent years, at the request of the local authority, the school has increased its intake from 270 to 330 students each year. We have also been fortunate enough to have seen a significant amount of investment into our buildings and facilities.

St Bede's is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of governors. Our students are actively engaged in all aspects of school life and there is a culture of mutual support and openness.

This is an exciting opportunity for an aspiring or experienced senior leader who has a strong track record of success. If you would like to apply for this post, please read the accompanying job profile and person specification carefully. Please fill in the application form and return it by 09:30 on Thursday 18 April 2024.

Please note, we will review applications upon submission and as such, this vacancy may close earlier than the deadline advertised. Early applications are encouraged.

I look forward to hearing from you.

Best wishes

Adam Powell
Headteacher

Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document

Purpose

To serve the mission of St Bede's as a Christian school by ensuring the effective learning, well-being and development of all students at key stage 3 across and beyond all curriculum areas, so they make good progress.

Leadership range 13-19

Responsible to

Headteacher

Key Accountabilities

- To lead the development of a strong, inclusive Christian ethos in Key Stage 3
- To ensure that all students within Key Stage 3 learn well, make good progress and develop effectively because they are taught well, consistently and effectively
- To ensure that all students within Key Stage 3 develop and grow appropriately and to ensure their well-being within the school community by developing systems and processes that support them
- To ensure that all students within Key Stage 3 experience a consistently high standard of provision of curriculum, within lessons and through all aspects of their membership of the school community
- To be an effective leader and manager: sharing the common vision for the school and interpreting it for the key stage, setting clear objectives, monitoring and evaluating all aspects of the work and developing new approaches to meet new challenges
- To involve students and their parents in shaping and evaluating the work and experience in the key stage
- To be a member of the School Leadership Team, leading and contributing to the development of policies and practice, and the evaluation of all aspects of school life
- To share general aspects of whole school management (e.g. staff appointments, performance management, staff development activities, communicating with staff and parents, organising events)
- To carry primary responsibility for specific strategic tasks allocated within the team

Key Tasks

- Establishing, developing and sustaining an excellent, effective and comprehensive curriculum provision that will meet the needs of all students and express the school's mission and values
- Establishing, developing and sustaining excellent, effective and comprehensive extra-curricular provision
- Establishing, developing and sustaining a comprehensive system of monitoring student progress, based on data and observation
- Organising, developing and sustaining an effective system to communicate and report student progress to teachers, students and parents, including statutory reporting requirements
- Identifying the needs of individuals and groups of students and how well these are being met
- Identifying patterns of achievement across curriculum areas and groups of students and why these may occur
- Communicating the issues and information emerging from monitoring
- Planning and managing interventions for individuals and groups of students to support good progress and address issues
- Sustaining a personal "casework" load where issues affecting student progress and development are most serious and providing appropriate support for curriculum and pastoral staff in the management of such cases
- Sustaining and developing the positive Christian ethos within the key stage and throughout the school
- Celebrating student academic achievement, commitment and progress
- Working directly with students, staff, parents and others to ensure strong progress and wellbeing
- To track and monitor student progress within the key stage and implement effective strategies to tackle underperformance
- Working with school governors and within the leadership team to develop and articulate policies and practice
- Contributing to the school's processes for self-evaluation
- Representing the highest standards and aspirations of the school in all dealings within the school and outside it
- Communicating effectively with staff, students, parents, governors and external agencies of all kinds
- Be a member of the schools safeguarding team

Person specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • Strong personal commitment to ethos of school • Able to provide leadership within an explicitly Christian context • Committed to work with a range of Christian traditions and approaches 	<ul style="list-style-type: none"> • Personally committed and practicing Christian, member in good standing of any denomination served by the school • Involvement and leadership (formal or informal) in Church life • Informed and thoughtful about current Christian issues
Education and Training	<ul style="list-style-type: none"> • Graduate or equivalent level • QTS and post-threshold • Clear evidence of commitment to continuing professional & personal development • Suitably qualified to embark on NPQH programme 	<ul style="list-style-type: none"> • Specific management training (e.g. Leadership pathways) • Have begun or completed NPQH programme or have firm plans to do so
Experience	<ul style="list-style-type: none"> • Established as an effective teacher across the age and ability range • Significant successful experience in a position of curriculum leadership • Good understanding of curriculum issues, policies and practice • Good understanding of assessment and reporting • Good understanding of student progress monitoring • Successful involvement in curriculum development, planning and evaluation 	<ul style="list-style-type: none"> • Successful experience of leadership in “wider” curriculum issues (e.g. Special Needs, ICT, Literacy)
Pastoral	<ul style="list-style-type: none"> • Established as effective in working with students and parents including taking personal responsibility for dealing with challenging students and parents • Good understanding of current pastoral issues and practice 	<ul style="list-style-type: none"> • Leadership of initiatives in pastoral work • Responsibility for key element(s) of school pastoral policy or practice

Person specification

	Essential	Desirable
Leadership	<ul style="list-style-type: none">• Successful middle leader either as a HOD or as a HOY• Successful and significant experience of leading a team of teachers and/or other staff• Able to communicate effectively to a variety of audiences and in a variety of contexts including public presentation• Experience of leading CPD to all staff• Able to engage with and command respect in working with colleagues at all levels• Successful experience of managing change• Effective in use of IT for management• Successful experience of managing challenging and/or sensitive situations with staff, students, parents and others• Able to hold others to account	<ul style="list-style-type: none">• Significant successful experience in “whole school” leadership role• Successful experience of role in wider school community (e.g. assemblies, presenting to parents)
Personal	<ul style="list-style-type: none">• Natural authority and confidence in dealing with people and situations• Able to take and enjoy personal and final responsibility• Good team member, good listener and sensitive to people’s needs• Good sense of humour & able to enjoy work• Calm and organised under pressure, able to prioritise• Resilient and determined	

How to apply

If you would like to apply, please complete our application form for teaching posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

peopleteam@st-bedes.surrey.sch.uk

If you have any queries please ring the People Team on 01737 214048 or send an email to peopleteam@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is 09:30 on 18 April 2024.

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

