



SIR THOMAS RICH'S  
GLOUCESTER

**Appointment of Assistant Headteacher**



building on tradition



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## Dear Prospective Applicant

### Assistant Headteacher (Learning and Teaching)

Thank you for your interest in the above permanent position, commencing in January 2022. We seek to appoint a highly motivated, well-qualified and experienced graduate to take the strategic lead on developing all aspects of whole school Learning and Teaching.

Applicants should be an outstanding teacher and classroom practitioner, have a strong academic background and the ability to lead a strong team, and possess excellent organisational and interpersonal skills. Energy, commitment and a willingness to contribute to the extra-curricular life of the School are expected.

This is an important leadership post within the School's Senior Management Team and the person appointed will take responsibility for overseeing Learning and Teaching as well as further particular responsibilities within the senior leadership team that will be determined by the experience and interests of the successful candidate.

I hope that the information provided with this letter, together with our website [www.strschool.co.uk](http://www.strschool.co.uk), will give a good insight into this post and a real flavour of school life at Rich's. We are proud of our history, traditions, sense of community and mutual respect enjoyed by both staff and pupils. Yet we are not complacent and are always looking to improve.

If you like what you read and believe you would like to play a key role in leading and developing our school, we would be very interested to hear from you.

If you wish to be considered, please complete the application form and forward it to the HR Manager with a separate letter of application explaining your suitability for the post. The inclusion of your CV would be welcome. The closing date for applications is 4.00 pm on Tuesday 22 June.

Yours faithfully

Matthew Morgan  
HEADMASTER



on



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## About Our School

Founded in 1666 as the Blue Coat Hospital, today Sir Thomas Rich's is a progressive grammar school for boys in Years 7 to 11, and young men and women in the sixth form. Rated as 'outstanding' in all areas by Ofsted, we are consistently one of the highest attaining schools in the county and we are proud of our long-standing reputation for academic and sporting excellence. The School attracts high-ability, talented students and offers a wide range of extracurricular opportunities. We believe that students thrive in an atmosphere of respect, care and support; teachers and support staff work hard to promote this ethos and to make sure that every pupil feels that they are a valued member of the school community. High quality pastoral support is key to this aim, and we work closely with parents to develop positive relationships with families and help students achieve their full potential. Our accomplished teachers use their skills and in-depth subject knowledge to inspire, encourage and support our students in their journey through the School, laying firm foundations for academic excellence at GCSE, in our Sixth Form and beyond. Our students typically achieve ten or eleven GCSEs, mostly at the highest grades, and three or four A Levels, mostly at grades A\*, A and B.

### Our Mission

Sir Thomas Rich's aims to develop students with self-discipline, a thirst for learning, enquiring and creative minds and an appreciation of our heritage. We encourage and expect students to work to the best of their abilities and to achieve the highest possible academic standards. Our broad and rich curriculum aims to stimulate students to develop their interests, gain deep understanding, powerful knowledge and importantly to think for themselves and to foster their intellectual curiosity.

### Our Location

Located on the edge of the city of Gloucester in the heart of the south west, Sir Thomas Rich's is just a short drive from Junction 11 of the M5. The beautiful Cotswold towns of Cheltenham and Cirencester are easily accessible and there are excellent public transport links to the nearby cities of Cardiff, Birmingham and Bristol.



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## The Current Senior Management Team

The Senior Management Team (SMT) is responsible to the Governing Body (Board of Trustees) for the leadership and management of the School. Each member of the SMT has specific responsibilities and they also line manage a group of academic subject departments and/or other staff teams. The SMT usually meets once a week after school for around two hours. An agenda is produced and topics discussed openly. Each member of the Team is responsible for an aspect of the School's Five-year Development Plan and annual Improvement Plan, aligned to their responsibilities. From September 2021 the SMT will comprise the Headmaster, three Deputy Heads, four Assistant Heads and the Finance Director. Debbie Brake has secured promotion from January 2022 and this opportunity has arisen as a result of that appointment. Therefore, from January the SMT will comprise the Headmaster, two Deputy Heads, five Assistant Heads and the Finance Director.

### **Matthew Morgan (Headmaster)**

A Geography teacher by background, Matthew held a number of roles in Buckinghamshire before becoming Deputy Headmaster at Sir Thomas Rich's in 2007 and Headmaster in September 2013. He is a National Leader of Education, Chair of Trustees for The Gloucestershire Association of Secondary Headteachers, a member of the Management committee for the Gloucestershire Initial Education partnership, a Chartered Geographer and contributes to the delivery for a number of CPD programmes regionally, for example NPQs.

### **Debbie Brake (Deputy Head)**

Debbie trained as a Languages teacher and current responsibilities include learning and teaching, appraisal, staff professional development, school self-evaluation and she is the Deputy Designated Safeguarding Lead. Debbie is a Specialist Leader of Education – her Master's degree focused on managing, changing and improving students' response to feedback. Debbie contributes to the delivery of a number of CPD programmes regionally.

### **Chris Carter (Deputy Headmaster)**

An Old Richian and a Geography teacher by background, Chris's current responsibilities include extracurricular activities, offsite visits and managing the School's community Sports Centre. Chris is also Director of Sport at the School.

### **Matthew Lynch (Deputy Head)**

An Economics, Business Studies and Psychology teacher, Matthew is the School's Designated Safeguarding Lead with responsibility for overseeing all safeguarding and child protection issues and the pastoral provision for all pupils.

### **Peter Daniell (Assistant Headteacher)**

Pete is a History teacher and his main responsibilities include oversight of Key Stage 4, Careers education and attendance in the School.

### **Rhys Davies (Assistant Headteacher)**

A PE teacher and former Head of PE, Rhys joined the School in 2008. His main responsibilities include oversight of Key Stage 3, Admissions to Year 7, Pupil Premium and he is Director of Rugby. His Master's degree focused on engaging parents to improve outcomes for PP pupils.

### **Dave Dempsey (Assistant Headteacher)**

Dave is an Old Richian and trained as a Mathematics teacher. He is currently responsible for staffing, curriculum, assessment data and reporting. Dave line manages IT colleagues and is responsible for the School's digital strategy.

### **Alun Williams (Assistant Headteacher)**

Alun is a History teacher and Head of Sixth Form. His main responsibility includes oversight of the academic and pastoral oversight and monitoring of Years 12 and 13.

### **Nicky Binning (Finance Director)**

Nicky is responsible for all aspects of Finance, Health and Safety, and line manages the Site Team and the Finance Team. Nicky is also Clerk to Trustees.



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## Role Description

### Assistant Headteacher (Learning and Teaching)

**Responsible to:** The Headmaster

The post is remunerated within the Leadership Scale L10-14.

### Role

The Assistant Headteacher (Learning and Teaching) is a key member of the school's Senior Management Team (SMT) taking the strategic lead on developing all aspects of learning and teaching in the School including the continuing professional development of teaching staff in order to secure the highest quality outcomes for all pupils. It is important that members of SMT teach and it is envisaged that the Assistant Headteacher will be timetabled for approximately 18 periods of teaching per fortnight (compared with 43 periods for most teachers) out of the 50 available.

As a member of the School's Senior Management Team, the Assistant Headteacher (Learning and Teaching) shares overall responsibility for the smooth running of the School. He/she attends the weekly SMT meetings and contributes equally with all other members (Headmaster, Deputy Heads, other Assistant Headteachers and Finance Director). It is important that the Assistant Headteacher does not perceive his/her role as compartmentalised; he/she will be involved in (whether or not directly responsible for) all aspects of school management.



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### Key Responsibilities

- Contribute to the strategic and operational leadership of the School, including the formulation of school policies and procedures and ensuring their consistent implementation
- Contribute to the development and implementation of innovative practice
- Act as a role model of outstanding teaching and develop and enhance the teaching practice of others
- Leading innovation in Learning and Teaching including the use of new technologies, including keeping all teachers up-to-date with changes and developments in education
- Management and delivery of staff CPD and whole school INSET
- Embedding quality assurance of learning and teaching
- Coaching and mentoring staff
- Developing staff teams to deliver key initiatives
- Assessing the impact of developments in learning and teaching on pupil attainment and raising standards
- Take a lead on completing the School's self-evaluation summary form and evidence
- Oversee the School's Appraisal and performance management processes

- Line Management of Colleagues with responsibilities for staff development e.g. ITT/ECTs

Each member of the SMT is Team Leader for nominated Heads of Department and Heads of Year in the School's appraisal system. They may also have line management responsibilities for member(s) of the Support Staff team. As such they will be accountable for overseeing, supporting and performance managing a significant number of senior and middle leaders.

### Strategic Development

- Contribute to the five-year School Development Plan and one-year School Improvement Plan and other strategic or operational plans
- Help build, communicate and implement a shared vision which expresses the School's core values and moral purpose

### Management of Staff

- Ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- Undertake Performance Management Review(s) and devise the performance management chart for the Headmaster
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff
- Promote teamwork and motivate staff to ensure effective working relations
- Oversee the School's ITT and ECT induction programmes



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- Be responsible for the day-to-day management of teaching/non-teaching staff as determined by the Headmaster

### **Monitoring and Evaluation**

- Ensure whole school high quality teaching and learning
- Develop and monitor whole school strategies established to support teachers to improve their practice
- Undertake whole school lesson observations, work scrutinies and learning walks as part of the responsibility for Learning and Teaching as well as being Team Leader for nominated Heads of Department and Heads of Year in the School's undertaking to conduct lesson observations of nominated Heads of Department, and Heads of Year as part of involvement in the School's self-evaluation
- Devise and oversee 'departmental reviews'
- Agree challenging subject targets, including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these action plans

### **Liaison and Communication**

- Ensure effective communication/consultation as appropriate with pupils and their parents/carers
- Liaise with partner schools, higher education and other relevant external bodies
- Participate in relevant Trustees' committees, the Full Governing body meetings giving reports and providing information as requested
- Participate in activities such as open evenings, parents' evenings, and information evenings

- Contribute to the development of effective links with external agencies, including working with schools
- Represent the School at a range of meetings and events

### **Management of Resources**

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying any allocated budgets, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- Co-operate with other staff to ensure effective usage of resources to the benefit of the School
- Comply with the financial, health & safety, and HR processes and procedures of the school, including undertaking risk assessments where appropriate

### **Teaching**

- Undertake an appropriate programme of teaching and be prepared to be flexible about the subject(s) taught, and willing to teach outside own subject area.
- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging and in line with relevant departments' schemes of work.
- Be an effective member of the department(s) in which they work, participating actively in meetings.
- Cooperate with the Head of Department and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment



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### Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress and attainment of pupils
- Assess work according to agreed guidelines.
- communicate and consult with parents both formally during parents' evenings and informally, as required
- Make effective use of assessment information to promote and facilitate pupil progress and well-being

### Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

### Supervision

- Supervise and, so far as is practicable, teach any pupils who are assigned to you for cover
- Participate in supervisory duties before and after school, during breaks lunch-times and after school as required

### Additional duties/responsibilities

- Play a full part in the life of the school community including extracurricular activities
- Support Sir Thomas Rich's distinctive ethos and to encourage and ensure staff and students to follow this example

- Ensure that the atmosphere of the school is calm and that the culture remains of sure purpose
- Be visible and lead staff supervision as per SMT weekly rota, before and after School and during lunchtimes
- Assist with the conduct of pupils into and out of assemblies and at times of evacuation
- Assist at ceremonial events; Speech Day and Carol Services - oversight, seeing pupils in and out, etc
- Deputise for the Deputy Heads and undertake professional duties in their absence
- Oversee, review and develop school systems and organisation
- Instigate initiatives and manage their implementation in order to improve the education we provide
- Respond to external directives in a manner appropriate for the School
- Safeguard and promote the welfare and wellbeing of pupils, and follow School policies and the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the School and annually review policy and procedure updates
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues



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- Maintain an attractive and stimulating school environment with displays of pupil work and learning resources
- Maintain positive working relationships with pupils, colleagues, parents and other members of the school community
- Attend meetings as required

**Continuing Professional Development – Personal**

- In conjunction with the Headmaster, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
- Maintain a professional learning portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post



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### Personal Qualities

*(Please also refer to the Person Specification document)*

The successful candidate will be someone of intellect and integrity, able to command the respect of pupils and colleagues. He/she should be able to demonstrate:

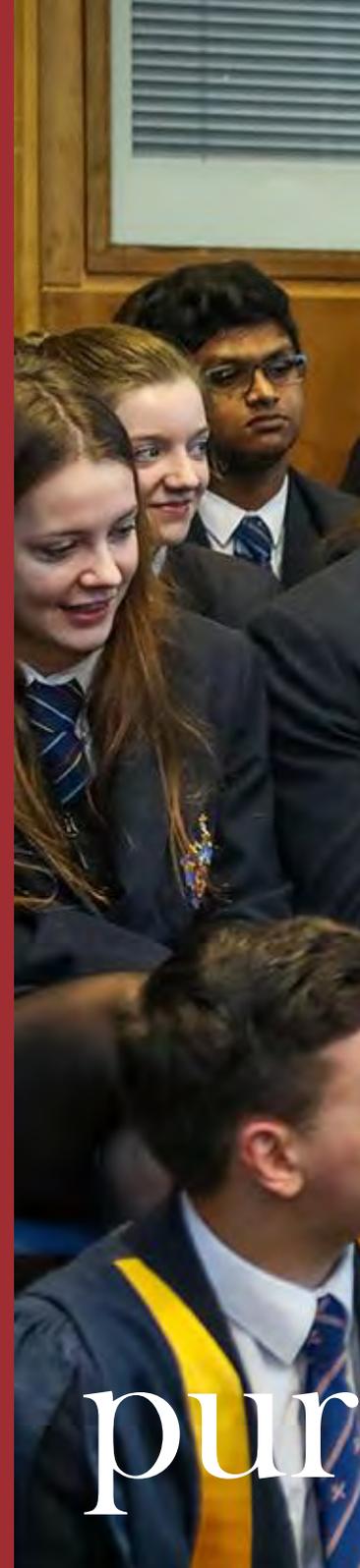
- the highest standards of teaching, with outstanding examination results
- energy and enthusiasm, shown in commitment and contribution to school life
- leadership and organisation skills, probably demonstrated at Head of Department/Faculty level
- interest in wider whole-school issues, preferably demonstrated through involvement in extra-curricular activities
- excellent time management, hence an ability to cope with periods of high workload
- a pleasant personality with a sense of humour, hence an ability to get on well with colleagues
- a commitment to safeguarding and equality
- an ability to motivate and inspire pupils, staff and parents
- first class communication skills with all stakeholders (staff, pupils, parents etc)
- an ability to deal with strategic curriculum and development ideas, and at the same time empathise with staff and pupils who may need help with operational issues
- good ICT skills

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

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 Headmaster to undertake work of a similar level that is not specified in this job description.

All Employees of Sir Thomas Rich's School are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Sir Thomas Rich's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post.





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## Person Specification - Assistant Headteacher (Learning and Teaching)

QUALIFICATIONS	Essential	Desirable
A good honours degree	*	
Teaching qualification and QTS	*	
Evidence of continuing professional development or further study in preparation for Assistant Headship/ Deputy Headship	*	
National Professional Qualification for Senior Leadership (NPSL) (or currently in process of)		*
Completion of Designated Safeguarding Lead and Safer Recruitment Training		*
Master's Degree/Doctorate		*
LEADERSHIP AND MANAGEMENT EXPERIENCE		
Several years of highly effective secondary school teaching with evidence of successful outcomes across all key stages	*	
Experience leading a team as a Head of Faculty/Department or Head of Year		*
Successfully led, planned, managed and evaluated change which has had a significant impact on improving outcomes for students at whole school level		*
Successful formulation of school policies and procedures and ensuring their consistent implementation		*
Successful management of a significant number of senior and middle leaders		*
Previous management experience in a similar high-achieving school		*
A track record of achievement and ambition	*	
Knowledge of school governance		*
LEADERSHIP OF LEARNING AND TEACHING		
Successfully led whole school INSET/CPD (on an occasion)	*	
Experience of whole school responsibility for (an) aspect(s) of Learning and Teaching		*
Successfully led (an) aspect(s) of monitoring/evaluation of Learning and Teaching	*	



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Successful leadership, management and development of a significant, recent Learning and Teaching initiative with measurable positive impact	*	
Experience of Whole School self-evaluation	*	
<b>INCLUSION, SAFEGUARDING AND WELL-BEING EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Strong pastoral experience	*	
Experience leading a pastoral team as Head of Year/House		*
Knowledge of effective strategies to meet the needs of all students	*	
Good understanding of the needs of vulnerable students and be able to use this knowledge to inform policy and practice	*	
Knowledge of and commitment to the implementation of the safeguarding agenda	*	
Knowledge of the SEN provision in secondary schools	*	
Good understanding of mental well-being to meet the needs of both pupils and colleagues	*	
Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education and wellbeing of students	*	
<b>PROFESSIONAL COMPETENCES</b>		
An excellent teacher and classroom practitioner	*	
Knowledge and understanding of current educational issues	*	
Expertise in monitoring and assessing classroom performance	*	
Effective ICT skills and a willingness to lead on use of new technologies	*	
Effective communicator both orally and in writing	*	
Ability to marshal, analyse and evaluate evidence and data	*	
Ability to motivate and enthuse others; both students and staff	*	
Commitment to inclusion	*	
Strategic thinker with a vision that can be shared with the whole school community	*	



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	Essential	Desirable
Innovative and with a clear understanding of educational opportunity and how to translate it into practical reality	*	
Effective management of budgets and resources		*
Promotion of high standards and high expectations	*	
Ability to devise effective and efficient systems	*	
Ability to forge effective positive relationships both within the school and the wider community	*	
A vision for how Information Technology can enhance learning and creativity and a capacity to translate that vision into reality		*
A considerable work rate and high degree of administrative efficiency	*	
A positive approach to problem solving	*	
A willingness to contribute to whole school development and improvement	*	
Knowledge of the state grammar school system		*
An appreciation of the challenges facing state-funded grammar schools		*
<b>PERSONAL QUALITIES</b>		
Energy and optimism	*	
Vision and imagination	*	
Excellent interpersonal and communication skills with both adults and young people	*	
A practical, down to earth, hands on approach		*
Resilience and confidence	*	
Integrity and loyalty	*	



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	Essential	Desirable
A demonstrable commitment to the wider life of the school	*	
A strong personal commitment to inclusion and diversity	*	
A strong commitment to personal development for all	*	
Sense of humour		*
Discretion and high emotional intelligence and sensitivity to deal with challenging pastoral and staffing issues	*	
Adaptability and flexibility	*	
The ability to demonstrate exemplary written communication and ensure that any communication reflects the high standards of the School	*	

## Application Process

Informal visits to the School are welcome by prior appointment during week commencing 14 June 2021. Please contact Jane Morton, Headmaster's PA and HR Manager ([jem@strs.org.uk](mailto:jem@strs.org.uk)) to arrange a mutually convenient time. Applications should be made in full (completed application form and letter explaining your suitability for the position) by the closing date.

We would also welcome the inclusion of your CV. Completed applications should be submitted via the e-teach or TES portals, emailed to Jane Morton, Headmaster's PA and HR Manager ([jem@strs.org.uk](mailto:jem@strs.org.uk)) or posted to The Headmaster at Sir Thomas Rich's School, Oakleaze, Longlevens, Gloucester GL2 0HF.

### Closing date for applications:

4.00 pm Tuesday 22 June 2021

Shortlisted candidates will be invited to interview by Monday 28 June.

Interviews will take place in the weeks commencing 28 June and/or 5 July 2021.

References will be taken up shortly after shortlisting and prior to interview using the contact details provided on your application form.



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