



The
Balcarras
Trust

Winchcombe School

Applicant Pack

The Balcarras Trust came into existence on December 1st 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust. Winchcombe School joined the Balcarras Trust in November 2023.

The Mission Statement of The Balcarras Trust:

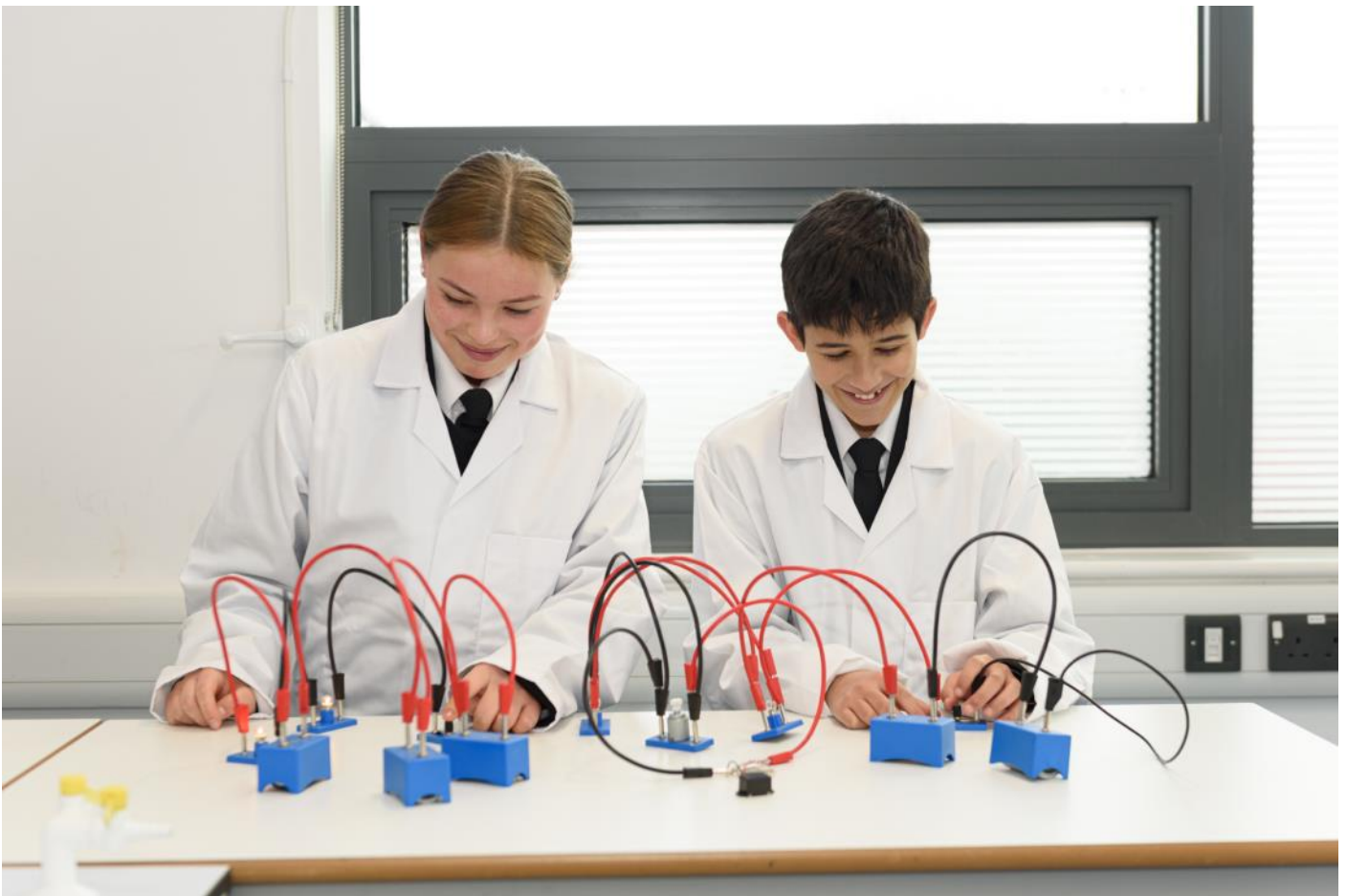
The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be "left behind." There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust's schools will be an excellent role model and will play their part in ensuring that each school in the Trust has its own special ethos. Students will feel proud of their school.



Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the Eastern side of Cheltenham. Consistently rated outstanding by Ofsted, it has also been recognised by *The Sunday Times* as the highest performing comprehensive school in the Southwest. Balcarras's performance at A level and GCSE is amongst the highest for any school in the country.





Currently there are three schools in the Trust:

Balcarras: an 11-18 coeducational academy with 1402 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A level. Recently the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher) who combines this role with CEO of the Trust. Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is located in Charlton Kings and is currently where the Trust's registered office is located.

The High School Leckhampton: a brand new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 initially on the Balcarras site. It transferred to its own purpose built accommodation in September 2022. It now occupies a beautiful campus at Farm Lane in Leckhampton. This facility cost £35 million and is state of the art. The school is led by Helen Wood and has for the first two years of its existence been oversubscribed.

Winchcombe School: a high-performing school with high expectations for their students balanced against a supportive environment to help every individual towards success. This has been highlighted with their recent successes in examination results in 2023. As a smaller than average school, led by Jonathan Templeton - of around 500 pupils, they are well placed to unlock students' passions and interests. Set in an idyllic location with excellent facilities they offer an environment for learning that is both unique and stimulating. A recent multi-million pound investment has added new and refurbished facilities in Sport, Science, Technology and Drama.

In addition the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds.

The Trust runs its own School Direct teacher training programme working alongside the Gloucestershire Initial Teacher Education Programme (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH). In 2024 Balcarras will become the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.





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At Winchcombe School, we are a strong community who celebrate the learning, wellbeing and successes of all.

OUR VISION

Our values are focused on the importance of aspiring – Attitude, Stewardship, Pride, Integrity, Resilience, Enjoyment and Success. We look for our students to live out these values each day.

OUR ETHOS

We have the highest aspirations for every student, enabling them to embrace opportunities and achieve their ambitions.





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Dear Candidate

Thank you for your interest in Winchcombe School.

Are you looking for an exciting opportunity to join our Leadership Team in September 2024? As our school expands, we'll be needing an Assistant Headteacher for Personal Development, Safety and Partnerships. You're a dynamic and ambitious leader, able to inspire both your colleagues and students of all abilities in KS3/4 as they prepare for GCSE Exams.

The successful applicant will play a key leadership role in promoting the personal growth, safety and well-being of all our students. They will also be the school's Designated Safeguarding Lead, with related responsibilities as well as being the designated teacher for looked-after children.

You will also be required to oversee the effective use and impact of Pupil Premium funding to support the progress and attainment of disadvantaged students, as well as coordinating visits to enhance students' learning experiences.

Our strategic aims as a school are:

1. In Teaching, Learning and Assessment—to focus on developing a culture of continual professional development and improvement to deliver the best possible outcomes for our students.
2. ASPIRE—to raise the aspirations of **all** students through the consistent application of expectations.

We are pleased to have been graded as a 'Good' school in all areas by Ofsted in our most recent inspection (March 2022) with special praise for our high expectations, students' calm and purposeful behaviour and professional development for staff. Our GCSE results in the last couple of years have been the best ever achieved in our school, so another reason for celebration!

We imagine that you are the sort of person who will go out of your way to play a full part in all aspects of the school community. If your values and personal qualities match the job description and person specification, we would love to receive your application.

Please complete our standard application form, which is available on our website www.winchcombeschool.co.uk (we don't accept CV's) and email it to personnel@winchcombeschool.co.uk.

Closing date:

If you would like to arrange a visit prior to submitting your application, please email personnel@winchcombeschool.co.uk and we will suggest a suitable time for a visit.

We look forward to hearing from you.

Kind regards

Jonathan Templeton (Headteacher)



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General Teacher Job Description

Every teacher has a responsibility for safeguarding the students in their care at all times. They must also ensure that the students receive an outstanding teaching and learning experience.

We expect all teachers working at Winchcombe School and the Balcarras Trust to take great pride in, and play their role in, creating a positive ethos based upon the school's values.

Staff are expected to support a happy, positive and successful environment where students of all abilities can grow, develop and succeed.

Teachers are expected to carry out their professional duties in accordance with the Trust's Code of Conduct, The Trust's Pay Policy and National Teachers' Standards. The specific responsibilities outlined below reflect this guidance.

Specific Teacher Responsibilities

Teaching:

- Have high expectations of all students including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Prepare, plan and deliver lessons appropriately and in line with the school's Teaching and Learning Policy, including planning for progression across the age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.
- Adhere to departmental, school and/or Trust-wide, curriculum and examination curriculum mapping and assessment schedules.
- Embed e-learning into their teaching strategies and deliver remote teaching when required .
- Be aware of the potential of students and the targets set for them and ensure that the work planned for them is at a suitably challenging and progressive level.
- Be aware of the school's Special Educational Needs & Disabilities Policy and practices, and oversee the work of those students who receive additional support in this area.



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Assistant Headteacher (Personal Development, Safety and Partnerships) Job Description

Leadership Scale L9-L13 (£57,482-£63,430 p.a.)

Responsible To: Headteacher

Purpose of Job:

- To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the above and monitoring progress.
- Play key leadership role in promoting the personal growth, safety, and well-being of all students within our school community.
- Be the school's Designated Safeguarding Lead and designated teacher for looked after children, as well as fostering positive partnerships with external stakeholders to support the development of our students.
- Oversee the effective utilisation and impact of Pupil Premium funding to support the progress and attainment of disadvantaged students, as well as coordinating trips and visits to enhance students' learning experiences.

Main Responsibilities:

1. Personal Development:

- Develop and monitor the personal development curriculum, ensuring it is aligned with the school's values, priorities, and national expectations.
- Collaborate with staff to design and implement a comprehensive personal development program that addresses the social, emotional, and personal growth needs of students.
- Provide guidance and support to teachers in integrating personal development activities and initiatives into their lesson plans and classroom practices.
- Monitor and evaluate the effectiveness of the personal development curriculum, making adjustments as needed to meet the evolving needs of students.
- Coordinate workshops and events that promote personal growth, resilience, and well-being among students.
- Support the work of the Careers Lead.

2. Designated Safeguarding Lead (DSL):

- Act as the school's designated safeguarding lead, ensuring compliance with statutory requirements and best practices in safeguarding and child protection.
- Provide leadership and guidance to staff on safeguarding policies, procedures, and protocols.
- Oversee the management and investigation of safeguarding concerns, including liaising with external agencies as necessary.



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Assistant Headteacher Job Description continued

2. DSL (continued)

- Deliver regular training and updates on safeguarding issues to staff and governors.
- Support the work of the Safeguarding Manager.

3. Designated Teacher for Looked After Children:

- Serve as the designated teacher for looked after children, advocating for their educational needs and well-being.
- Monitor the academic progress and personal development of looked after children, providing targeted interventions and support as needed.
- Facilitate communication and collaboration between the school, local authorities, and other agencies involved in the care of looked after children.

4. Pupil Premium Coordination:

- Lead the strategic planning and effective deployment of Pupil Premium funding to support the progress and attainment of disadvantaged students.
- Develop and implement targeted interventions and initiatives to address the specific needs and barriers faced by Pupil Premium students.

Monitor and evaluate the impact of Pupil Premium spending on student outcomes, making adjustments as necessary to maximise effectiveness.

5. Trips and Visits Coordination:

- Oversee educational trips and visits to enrich students' learning experiences and broaden their horizons.
- Ensure compliance with relevant policies and procedures, including risk assessments, permissions, and health and safety guidelines.
- Evaluate the impact of trips and visits on students' learning and well-being, making recommendations for future activities.

Support the work of the Enrichment co-ordinator.

6. Partnerships and Collaboration:

- Cultivate positive partnerships with parents, carers, and external agencies to support the holistic development of students.
- Collaborate with community organizations and other educational institutions to enhance opportunities and resources for students.
- Utilise surveys and other feedback mechanisms to gather input from stakeholders, including students, parents, and staff, to inform decision-making processes and improve school practices.
- Represent the school in relevant forums, committees, and networks.
- Support the work of the EDI ambassador and CEP Co-ordinator.



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Assistant Head Job Description continued

Core Purpose and Accountability – Senior Leaders:

1.1. To play a major role under the direction of the Head Teacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

1.2. Undertake the professional duties of the Assistant Head Teacher reasonably delegated to you by the Headteacher.

1.3. In partnership with the Head Teacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.

1.4. To provide professional leadership and management of School Development Plan priorities.

1.5. To take an active role in the School Self Evaluation process.

2. Responsibility as a teacher

2.1. You are to carry out the duties of a schoolteacher as set out in the DfE Teaching Standards Document 2013 and subject to any future amendment. This includes any duties as may be reasonably directed by the Head Teacher and the accountabilities expected of class teachers at Winchcombe School and the Balcarras Trust.

2.2. To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.

2.3. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards and are expected to uphold and promote the school's aims and values.

2.4. All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.

2.5. All staff will take an active role in the School Self Evaluation process.

2.6. All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

2.7 To undertake annual Performance Management (Appraisal), setting and agreeing targets linked to school development plan priorities with the Head Teacher.

General:

- The school's aims, values and policies will shape the way you carry out these responsibilities
- The Job Description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- The Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the Post Holder.



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Person Specification

PERSON SPECIFICATION - ASSISTANT HEAD TEACHER – Leadership Scale

	Description	Shortlisting Expected Desired
Professional Qualifications		
1.	Qualified Teacher Status	E
2.	First Degree or Equivalent	E
3.	Post Graduate Teaching Qualification	E
4.	Evidence of further professional development	E
Knowledge & Understanding		
5.	Substantial secondary school teaching experience	E
6.	Experience of whole-school curriculum management leading to school improvement	E
7.	Outstanding classroom practitioner	E
8.	Experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school	E
9.	Excellent understanding and use of assessment, including target setting and tracking	E
Leadership and Management		
10.	Leadership experience	E
11.	Experience of planning for change, development and improvement	E
12.	The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make.	E
13.	Ability to set & meet challenging targets, for students and the school, and to enable others to do this	E
14.	Ability to analyse, prioritise and meet deadlines	E
15.	Experience of mentoring and performance management	E
16.	Experience of whole school self-review and evaluation	D
17.	Knowledge of the role of Governors	D
18.	Able to demonstrate leadership qualities and people management skills	E
19.	Experience of having led whole school initiatives	D
20.	Commitment to safeguarding and promoting the welfare of children	E
Personal Qualities		
21.	Problem solver, analytical, focussed	E
22.	Creative, enthusiastic and proactive, keen to embrace new ideas and challenges	E
23.	Approachable, caring and empathetic	E
24.	Works well as part of a team	E
25.	Driven, ambitious for self and school	E
26.	Flexible, listens and is prepared to seek advice and support	E
27.	Committed to continuing professional development for self and others	E
28.	Able to deal sensitively with people and resolve conflict	E

The Headteacher and Governing Body of Winchcombe School are committed to the safeguarding of young people and expect all staff and volunteers to share this commitment. An enhanced DBS check with barred list information is required for this post prior to commencement. References may be sought prior to interview and online checks will be undertaken for shortlisted candidates.

Equal opportunities are the right of everyone to equal chances and Winchcombe School respects each individual for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality



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Selection Process

- ⇒ After the deadline for the position has passed, there will be a shortlisting meeting with the Headteacher, Head of Department/Line Manager to review the applications.
- ⇒ Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- ⇒ Unsuccessful applications will be notified by email.
- ⇒ Successful applicants will be invited for interview by telephone or email.
- ⇒ **References will be requested at this stage.**
- ⇒ An email confirming the interview arrangements and plan for the day will be sent to candidates including details of documentation to bring on the day.
- ⇒ One of the requirements on the day will be to complete a "Declaration of Criminal Record and other information" questionnaire.
- ⇒ If you have a DBS certificate from your current work place, you will be asked to show this.
- ⇒ Candidates will be observed teaching a lesson, have a formal interview (including safer recruitment questions) and where appropriate be interviewed by a pupil panel. In some cases, there may be a short written task to undertake. All information concerning the day will be provided in the invitation email.
- ⇒ A decision will be made on the day where possible.
- ⇒ Both successful and unsuccessful candidates will be notified by telephone where possible.

For all enquiries about this position please email

personnel@winchcombeschool.co.uk

www.thebalkarrastrust.co.uk

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