

St. Albans, Hertfordshire

Appointment of Assistant Headteacher: Quality of Education  
Range L12 – 16  
(April or September 2022 start)

## Information for candidates





Headteacher: **Alan Gray** B.Sc. M.Sc., F.R.S.A.  
 The Ridgeway, St. Albans, Herts. AL4 9NX  
 NOR: 1670 with 480 in the sixth form



## Assistant Headteacher – Quality of Education

**Required for April or September 2022**  
**Salary Range L12-L16**

Sandringham School is an Outstanding (Ofsted) 11-18 co-educational school that is extremely popular and situated in the picturesque city of Saint Albans, conveniently located just 20 minutes by train from St. Pancras, London.

We are seeking to appoint a passionate educator whose values align with the school's mission statement – **'Everybody can be Somebody'**. You should have a proven track record of leading improvement, an expert knowledge and genuine love for learning, and hold high expectations for what can be achieved. The position is 'Quality of Education' and your role will be to lead and work with other members of the senior team on the quality of education across the school. We are also keen to find someone who is ambitious and wants to lead a school of their own in the future.

Over the years we have developed a national reputation for innovation and creativity, with an amazing culture where staff can experiment and push the boundaries of learning so that students not only excel academically but also leave as extremely well-balanced and confident young adults. We pride ourselves in delivering high-quality outcomes across the curriculum. Significant work is done to promote the STEM subjects and we also place a strong emphasis on the Arts. Sandringham has a number of external links. **The school is a member of the cross-phase Alban Academies Trust (MAT)**, a lead for the Alban Teaching School Hub and the Alban Federation (ITT provider). We lead a Research School Hub, a Computing Hub, an EdTech Demonstrator School and also acts as a lead school in the World Class Schools Network.

Visitors always comment on the wonderful learning atmosphere at the school; we are a heavily oversubscribed, high-achieving school with a reputation for academic excellence. The school is consistently judged as one of the 100 top performing non-selective schools in the country and is graded 'Outstanding' by Ofsted. Since converting to academy status in 2011 over £11m of capital investment has been used to create a powerful learning environment. All students at the school bring their own device and technology is blended into learning across the curriculum.

If you have a real passion for education, this position would allow scope for significant personal development and the ability to implement your innovative ideas to inspire and lead staff and students at Sandringham.

### **Equality, Diversity and Inclusion Statement:**

Sandringham School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply.

Full details of the school and an application pack can be obtained from our website or direct from Kate Ward, HR Manager, at Sandringham School, The Ridgeway, St. Albans, Herts. AL4 9NX. Telephone: 01727 799560. E-mail [appointments@sandringham.herts.sch.uk](mailto:appointments@sandringham.herts.sch.uk)

You can learn more about the school by visiting our web site at [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk)

**Closing date: Monday 17<sup>th</sup> January 2022 (9.00 a.m.) We prefer electronic submissions if possible.**

Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.

Dear Candidate,

**Assistant Headteacher: Quality of Education  
Leadership Scale L12 - 16**

Thank you for your interest in the position of Assistant Headteacher at Sandringham School.

The position is available as a result of staff movement in the leadership team, and provides an opportunity for someone who is looking to develop their senior skills in a vibrant and creative school.

The current leadership team includes staff who have external responsibilities in addition to their roles in Sandringham (Alban Academies Trust, Research School, EdTech Demonstrator School). People are flexible and as a result, are able to continue to develop their leadership skills by holding a variety of roles.

The role we wish to fill involves leading on aspects of the Quality of Education across the school. All members of the senior team are involved in the Quality of Education, and the position allows someone to work closely with other senior staff to drive this agenda forward. One key focus is the use of technology to enhance learning, and a good knowledge and understanding in the use of technology in teaching would be an advantage.

**Application**

If, having read this paper and related materials, you feel you would like to contribute to Sandringham's ongoing success at a senior level, then we would be delighted to hear from you.

**Applications should be made on our application form only** (please DO NOT use the HCC version and no CVs will be accepted) with **an accompanying letter of application of no more than two sides of A4**. In your letter please cover the following:

- Why you feel ready to take on a senior position
- The personal qualities you could bring to the leadership team
- At least one example of your impact on raising standards at your current school
- What appeals to you about joining the leadership team at Sandringham School

**Closing date for applications: Monday, 17<sup>th</sup> January 2022 (9 a.m.)**

**Note - PLEASE SEND APPLICATIONS ELECTRONICALLY IF POSSIBLE**

You can post your application or submit it to Mrs. Kate Ward, HR Manager, by email to:  
[appointments@sandringham.herts.sch.uk](mailto:appointments@sandringham.herts.sch.uk)

**Interviews are scheduled for Tuesday, 25<sup>th</sup> and Wednesday, 26<sup>th</sup> January 2022**

References may be taken in advance of shortlisting, and will be taken for all shortlisted candidates.

You are most welcome to visit the school in advance by prior arrangement or to discuss the vacancy informally over the telephone with the Headteacher.



Alan Gray  
Headteacher  
December 2022

## What we can offer you

- The opportunity to work with excellent students whose behaviour is exemplary
- The chance to work in a positive, welcoming and forward-thinking community where blended learning is seamlessly integrated into teaching and learning
- A dedicated staff who are enthusiastic and who want the best for students
- Coaching provision for all those new to the school within a comprehensive and fully developed induction programme
- Mentoring provision for all those new to middle or senior leadership
- A CPD package which is tailored to suit your stage of career development
- A state of the art learning campus which is fully resourced
- Staff can benefit from the school's children of staff admission rule
- Cycle to work scheme which is part of the school's sustainability strategy
- We are working towards the MIND Wellbeing Accreditation and are committed to supporting the mental, physical and emotional wellbeing of staff and students in the school.

***This is a significant opportunity for someone who is ambitious and keen to work in a high-performing co-educational comprehensive school such as Sandringham.***

## Introduction

This document will give you an idea of the vacancy and its strategic nature in shaping the future development of Sandringham School. We wish to appoint someone who is looking to drive school improvement at a senior level whilst developing their skills in preparation for progression beyond assistant headship. The person appointed will lead on e-learning and the use of digital platforms to enhance student progress, as well as contributing to the overall strategic development of the school.

## The school

Sandringham is a highly popular and over-subscribed school with an excellent reputation both locally and nationally. Over the past years we have been graded Outstanding by Ofsted at each visit to the school. We have been in the 100 top performing non-selective state schools in England for many years, and were one of the first to gain the 'World Class Schools Quality Mark' status in 2014.

Sandringham is part of the Alban Academies Trust, a cross-phase multi academy trust serving local schools. The trust has grown since its start in 2017, and now includes Verulam School (St. Albans), Ridgeway Academy (Welwyn Garden City), Wheatfields Junior School, Wheatfields Infants' and Nursery School and Garden Fields Primary School. Skyswood Primary is set to join in February 2022. The trust offers many opportunities for staff to collaborate and further improve educational outcomes for all children.

Each year examination results demonstrate high performance at all levels. In 2019, 90% of students achieved level 4 + in English and maths at GCSE and 69% of all grades were A\*, A or B at A-level. Results in 2020 and 2021 reflected the nature of the respective year groups and were even stronger than in previous years. We were not surprised by this, and the outcomes were in line with our projected improvements. The school constantly seeks to improve further and has ambitious plans for future year groups.

The curriculum is strong in all areas and there is also a particular focus on STEM and the Arts. Our International School status encourages work on an international basis and the high-starters programme stretches and challenges many of our students. We deliver a blended learning environment with every student able to use their own tablet device in the classroom. Staff are fully trained in the use of devices in order to enhance learning.

Sandringham also leads a number of other external activities including; a National Research School, the Alban Federation (ITT provider), the Alban Teaching School Hub (West Herts), National Computing Hub and an EdTech Demonstrator School.

A well-established network is the BeauSandVer Education Trust that provides high-quality post-16 education across Beaumont, Sandringham and Verulam Schools. Between the three schools there are over 1000 students studying level 3 courses and the majority then progress on to university at the end of the Sixth Form. We work closely together as a partnership to ensure equal opportunity for all post-16 students.

The school is eight form entry with 1670 students including 480 in the Sixth Form. A large number of students choose to join the sixth form elsewhere because of the outstanding quality of provision at this level.

Every opportunity is used to develop the campus with over £11m having been invested in new build in recent years. Some of the developments undertaken are: Second canteen (2021) • Three additional science laboratories (2021) • New English and library block (2020) • Gym and exercise suite (2020) • Purpose built drama block (2019) • Full-sized floodlit 4G pitch (2018) • Maths, Science and Computing block (2015) • Sports Centre (2014) • Sixth form extension (2012) • SandPit Theatre • Refurbished Science laboratories • Dance studio • Refurbished indoor swimming pool. Our next plans include expansion of the SandPit Theatre and outside sports facilities.

## **Teaching and learning**

The current agenda and aspirations for the school are just as challenging and motivating as ever. The curriculum continues to be developed to meet the needs of the learners and to improve the skills of staff to deliver this curriculum. To support this work the whole school community is committed to improving teaching strategies and understanding better how students learn. We know that effective learning cannot be left to chance; we have to refine and change our approaches if we want to make real and lasting improvements. Sandringham places a strong emphasis on research and has been working with the Education Endowment Foundation through the Research School hub to find ways of improving how teachers can link with other professionals to find better ways of delivering learning.

Developing and training Directors of Learning in using prior attainment data and helping them to develop different teaching strategies has been a priority. Directors of Learning have additional non-contact sessions to allow them to monitor and evaluate directly what is happening in the classroom.

## **The staff**

Staff morale at Sandringham is very high, shored up by an excellent working environment. The school always puts a great deal of time and resource into training and developing its staff – for example, there is an annual two-day conference to embed key developments across the school. Appraisal is very well established across the school.

## **The students**

Central to everything that happens at Sandringham are its students. With a direct and simple mission statement: 'Everybody can be Somebody' staff have sought to ensure that every young person feels valued and listened to. The mission statement has an equal application to all the adults in the community; mutual respect and appreciation are the order of the day. Relationships between staff and students at Sandringham are excellent; raised voices are never heard and students appreciate the fact they are encouraged to express and discuss their views. The Student Leadership Team plays a crucial role in the development of policy at

Sandringham.

### **The Leadership Group**

The current Leadership Group consists of ten staff; headteacher and executive lead of the multi-academy trust, two deputy headteachers, six assistant headteachers and the business manager.

### **Responsibilities**

We are keen to hear from applicants who have experience in leading aspects of Quality of Education in their current setting. In particular, a good understanding of the role of e-learning and the use of digital platforms to enhance learning would also be helpful.

This is an outstanding career opportunity for a talented and ambitious person who wishes to extend their leadership and management skills at the highest level at this innovative, high performing school and simply amazing school!

## Person Specification – Assistant Headteacher

We are looking for an Assistant Headteacher with the following qualities and skills:

Specification	Essential and <i>desirable</i>
Qualifications	<ul style="list-style-type: none"> <li>• Graduate and qualified teacher</li> <li>• Further professional development in areas of leadership and management</li> <li>• <i>Postgraduate qualification or further studies</i></li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• At least three years' experience at middle leadership level</li> <li>• Proven record of innovation and leading change successfully</li> <li>• Understanding of current educational issues</li> <li>• Understanding of the role of Governors and parents in school development</li> <li>• Understanding of value-added and other data to support raising standards</li> <li>• Recent experience of teaching in an 11 – 18 environment</li> <li>• Experience of contributing to whole-school continuous professional development</li> <li>• <i>Experience of management of physical, financial and human resources</i></li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Passion for outstanding learning</li> <li>• Drive, sense of purpose, commitment and perseverance</li> <li>• Excellent interpersonal and persuasive skills</li> <li>• Flexibility and sensitivity to the needs of individuals</li> <li>• Excellent communication and presentation skills; oral and written</li> <li>• Enthusiasm and humour</li> <li>• Willingness to reflect on, and evaluate performance within the context of a team</li> <li>• Outstanding classroom practitioner who inspires and is respected by students</li> <li>• Resilience and relentless energy</li> <li>• <i>Wide range of interests</i></li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Clear vision for raising standards</li> <li>• Ability to lead by example, take responsibility and to be accountable</li> <li>• Ability to inspire and motivate those around them</li> <li>• Ability to hold people to account effectively</li> <li>• Substantial problem-solving ability</li> <li>• Ability to prioritise effectively and balance values with pragmatism</li> <li>• Intellectual curiosity</li> </ul>
Philosophy	<ul style="list-style-type: none"> <li>• Genuine concern for students and staff and understanding of how they learn</li> <li>• Commitment to helping all students and staff to fulfil their potential</li> </ul>
Aim	<ul style="list-style-type: none"> <li>• Potential and ambition for deputy headship within three-five years of appointment</li> </ul>

We are looking for a person who will rise to the challenges for improvement in student achievement at Sandringham and who will work hard to sustain it. There will also be a teaching commitment of approximately 50% timetable. Sandringham offers a great deal to its entire staff and is an incredibly rewarding place to work



## Job Description – Assistant Headteacher

### General role for all members of the senior team

In addition to those professional responsibilities common to all classroom teachers, assistant headteachers are a member of the Leadership Group and, as such, play a full part in the management of the school to ensure a clear sense of direction as well as delivering the smooth day to day operation of the school. Your role is to provide creativity and enthusiasm to help motivate students and staff, and to support innovation to ensure the school continues to be a significant leader in education.

1. Accountability for strategic leadership and operational management of aspects of the PSI (Plan for School Improvement) and whole school areas of responsibility
  - Building capacity amongst staff to deliver and sustain the highest quality outcomes
  - Leading others in making an impact on the educational progress of all students
  - Being accountable for project management to deadlines and engaging staff as appropriate; delegating, providing resources, and delivering the highest quality outcomes
  - Being accountable for the management of funding or budgets related to areas of responsibility
  - Being accountable for the continuing effective work of all staff for whom the post holder is responsible
  - Reporting to the headteacher and governors regularly and to attend governor meetings as required
  - Acting as the key driver of development and change in a range of areas
2. Significant contribution to the collaborative work of the Leadership Group.
  - Modelling the ethos and vision of the school
  - Leading, with other members of the Leadership Group, the behaviour management of the school
  - Contributing at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, financial administration, staffing and other matters
  - Leading whole school assemblies
  - Making a significant contribution to school self-evaluation
  - Deputising for other members of the Leadership Group within the school and wider community, and assisting other members of the Leadership Group as appropriate
  - Undertaking new tasks and personal development within the leadership role as preparation for deputy headship
  - Ensuring creativity, innovation and other transformational activities to raise standards in all areas
3. Accountability for leading and line managing other staff
  - Leading, developing and enhancing the teaching practice of others
  - Ensuring that all students have equality of opportunity and can work to their optimum
  - Coaching, developing and supporting leadership and management skills
  - Monitoring and reviewing the work of a specific year team and curriculum areas and, in collaboration with Directors of Learning developing systems, procedures and specific actions in response to identified needs
  - Ensuring that the self-review of line management areas is consistent, systematic and sustained
4. Accountability for delivering a range of other school responsibilities



- Assuming the appropriate level of responsibility for safeguarding and promoting the welfare of children
- Develop, organise and hold colleagues accountable in their roles at all levels
- Ensure that the management of the school through these designated roles is efficient and effective
- Develop and promote policies and procedures that ensure the school's distinctive ethos is reflected in all learning activities
- Promoting the school's ethos and culture to the broader community and beyond
- Other duties that might reasonably be required of an assistant headteacher
- Compliance with the school's Health and Safety policy

### **Specific responsibilities: Quality of Education**

In addition to the above, and other whole-school responsibilities that will be part of this position, the role will include:

- Keeping abreast of developments in the field of Quality of Education
- Refining the school's rich curriculum offer
- Further enhancing teaching and learning including being at the forefront of digital technology and education research
- Ensuring all groups of students make excellent progress and are able to access the full curriculum, including disadvantaged students and those with SEND
- Enhancing and monitoring the school's offer of targeted academic intervention
- Refining the quality of professional development to ensure staff are continually supported to enhance their impact in the classroom
- Helping to lead self-evaluation processes on the Quality of Education, including monitoring the quality of the curriculum and teaching and learning and its impact on students
- Supporting the assessment routines and data analysis of performance in the Quality of Education across the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the head teacher to undertake work of a similar level that is not specified in their job description. This job description will be reviewed on a regular basis.