



INFORMATION FOR CANDIDATES
Kingsbury High School
Assistant Headteacher, March 2022 *for September 2022 start*

Letter from Headteacher

March 2022

Dear Colleague,

Assistant Headteacher: Sixth Form

I am delighted that you are interested in the post of Assistant Headteacher at Kingsbury High School. Having worked at KHS for the last two and a half years, despite it being the most difficult period many of us have faced in education, I can say that it is a brilliant school to be a part of. We have a diverse engaging student body who embody the comprehensive ethos and provide them with fantastic opportunities to realise their potential.

The newly appointed Assistant Headteacher's task will be to build upon the strong reputation and associated systems in the sixth form and develop a strategy to enhance this within the school's ethos. It will be for you to shape how the future of the sixth form will deliver the broad education and support to ensure each student thrives as they make their way through the sixth form. Our sixth form has a broad curriculum focused on level 3 and delivers consistently good results. Students go on to university in large numbers with a high proportion in Russell Group institution including Oxford and Cambridge.

At any time, being in the Leadership Team of a large secondary school is both challenging and rewarding. In addition to leading the sixth form the successful candidate will also lead another whole school substantial area of responsibility. Colleagues in the team and the governors will support you in being successful in your new role.

I recognise that making an application for senior leadership is very much a two-way process. Our aim is to ensure that this is the right role for as well as ensuring a good fit for our team and the school. If you would like an informal discussion before submitting your application I would be pleased to speak with you.

Should you require further information or wish to visit the school then, in the first instance, contact Sonia Bellot, HR Manager email (Sonia.bellot@kingsburyhigh.org.uk).

We look forward to hearing from you.

Yours faithfully

Alex Thomas
Headteacher

A word from our Head Girl and Head Boy about this role

Kingsbury High School sixth form is not just a sixth form but it is a community and a safe place for students. The sixth form is made up of excellent teachers and students with a variety of ambitions and goals. It is driven to get the best for their pupils, and as head boy and girl of this sixth form we see first-hand how students progress to achieve their end goals.

We want a Director of Sixth Form who will be able to push the students to help them reach their full potential and seize the opportunities that come their way. Our sixth form Director should support the students when they aren't performing as expected. At Kingsbury High there is an excellent support system for students and it's important that the main contact for students can help these pupils through the most important years of their life.

Aleeyah Kadri (Head Girl); Vishil Devshi (Head Boy)

Our Mission

The Governors recently reviewed their ethos and values to set a foundation for our development as a school over the next few years. Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. This mission is underpinned by our key values: Aspiration; Integrity; Respect; Responsibility; and Resilience.

In striving to deliver these values we will...

- Be optimistic about our future
- Be ambitious in everything we do
- Be unwavering in our expectation that all can succeed and meet their potential
- Be honest about our strengths and weaknesses
- Be open about decisions and do what we say we will
- Be prepared to apologise if we get things wrong
- Be considerate of the views of, and our impact on different groups and the community
- Be proud about what makes each one of us different
- Be accountable for our actions
- Be clear about what we expect
- Be aware of our impact on the environment
- Be explicit in developing physical and emotional well being
- Be prepared to go the 'extra mile'
- Be 'can do'

UNICEF – Rights Respecting School

Kingsbury High is a school where children's rights are at the heart of our ethos and culture, to improve well-being and develop every child's talents and abilities to their full potential. Unicef is the world's leading organisation working for children and young people and their rights. In 1989, governments across the world agreed that all children have the same rights by adopting the UN Convention on the Rights of the Child (UNCRC). These rights are based on what a child needs to survive, grow and participate and fulfil their potential.

We are delighted to have gained the 'silver award' by UNICEF, which recognises that students learn about their rights and put them into practice regularly. The information on our website <https://www.kingsburyhigh.org.uk/rightsrespectingschool> highlights our rights respecting journey so far.

School History and Context

The origins of the school date back to 1925 when the Kingsbury County School was established prior to being designated a grammar school under the Butler Education Act of 1944. With the grammar school came the secondary modern, or two in Kingsbury's case, and the Tyler's Croft Secondary Modern Schools, one for girls and one for boys, opened in 1952.

Kingsbury High School, the amalgamation of the grammar school and the two secondary moderns, was formed in 1967 and that is the date that most accurately represents the founding of our school. In 2017 we celebrated our 50th anniversary.

The school converted to Academy status in December 2011 and remains committed to the comprehensive ethos and to national terms and conditions for teaching staff and retained its straightforward name "Kingsbury High School."

Context

Kingsbury High School is based in the London Borough of Brent in northwest London. The School is based over two sites - Key Stage 3 (Years 7 to 9) in the Lower School on Bacon Lane (sometimes referred to as 'Tylers') and Key Stage 4 (Years 10 & 11) and Key Stage 5 (Years 12 & 13) in the Upper School on Princes Avenue (sometimes referred to as 'Kingsbury').

Around 2,000 students attend Kingsbury High School. It is the 35th largest (student population) school in England. The majority of the school's students are from the Brent including Kingsbury, Wembley, Kilburn, Willesden, Harlesden and Neasden. Child poverty in the borough is above the national average with 43% of children living in poverty, compared to 38% for the typical (median) London borough (Trust for London), approximately 70% have EAL. In Years 7 to 11, students are organised into 12 form groups with up to 336 students in each year group. There is an on-site alternative provision (Article 28) space for children with challenging behaviour or short-term needs that would make it difficult for them to be in the main student population. There is also a Hearing-Impaired ARP - Total Communication Resource (TCR) - with 4 students.

The Sixth Form

The Sixth Form has approximately 400 students who are taught across the site but also have their own base on the Upper School site. Students mainly follow level 3 qualifications, the majority A-level. The most able sixth formers are prepared for application and entry to Russell Group universities. The size of the sixth form enables the school to provide a broad offer of academic and vocational options. We are investigating T levels for September 2023.

Students in the sixth form have many of the same characteristics of the main school. The role is very ethnically diverse and a large portion do not speak English at home. We are proud of the aspirational nature of the sixth form and this is seen in excellent outcomes and progression.

The sixth form team supports achievement and there are a number of postholders across

the school to deliver the broad range of opportunities available. Sixth formers are excellent advocates for the school

Examinations Outcomes and Ofsted

The most recent [Inspection](#) in 2018 confirmed Kingsbury as a 'good' school and the school has consistently maintained a very good level of examination performance. The most recent, nationally published, Progress 8 score in 2019 was +0.26 (see [DfE Performance Tables](#)). Outcomes at 16 years have remained stable for the last two years under the centre assessed grades process.

At sixth form students continue to make excellent progress. In 2019 our ALPS score was outstanding (2) for the third year running and our progress score of 0.21 was positive. Again, under the centre assessed grades process student continued to achieve well and progress to Higher Education. Last year two students went up to Oxbridge colleges.

Personal Development

Kingsbury High is very committed to supporting the wider development of each student and is highly inclusive. The Personal Development curriculum is a strong aspect of our provision and safeguarding is first and foremost our priority. The Designated Safeguarding Lead sits on the SLT and they are supported by a social worker who also acts as second in the DSL role. Looked after children are particularly welcome at the school and permanent exclusion is rare.

The Student Perspective

Kingsbury High School is an institution full of incredible opportunities which consistently provides our students with various chances to improve and develop themselves. Its teachers constantly emphasise the significance of taking opportunities and encourage every student to do so. These opportunities vary from after school sports clubs to completing the Duke of Edinburgh Award, all of which highlight aspects of our values. These values teach our students how to be their best and do their best, thus demonstrating how effective and important these opportunities are. Every day, it is evident that our students reflect our values whether that is through working hard academically or providing support for other peers. This is also emphasised through our motto 'Spectemur Agendo' which highlights the focus on our actions. Fundamentally, Kingsbury High School plays a considerable role in developing the character of each student by allowing them to gain or emulate essential and useful skills. In addition, various actions are taken by the school to support students academically whether that is through interventions, excel days or trips.

Leadership

The school places an emphasis on leadership opportunities for students. In 2019 the school was awarded 'Leadership School of the Year' for the South East. This aspect of school life is led by the Physical Education and Extended Learning (PEEL) Faculty.

**Job Description: Assistant Headteacher
Leadership Scale (Inner London) L16-20**

Job purpose

In addition to those professional responsibilities common to all classroom teachers, assistant headteachers are a member of the Senior Leadership Team and, as such, play a full part in the management of the school to ensure a clear sense of direction from which to achieve high standards in all areas of the school's work.

Directly Responsible to: Headteacher or Deputy headteacher

Responsible to: Headteacher

Common to all teachers: Teachers' job description
To meet the Teachers' Standards 2012

1. Accountability for strategic leadership and operational management of aspects of the School Improvement and Development Plan 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 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.

2. Significant contribution to the collaborative work of the Senior Leadership Team.
 - Modelling the ethos and vision of the school.
 - Leading, with other members of the Senior Leadership Team, 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 school assemblies.
 - Making a significant contribution to school self-evaluation.
 - Deputising for other members of the Senior Leadership Team within the school and wider community, and assisting other members of the Senior Leadership Team as appropriate.
 - To ensure that the school is an environment within which students feel safe and in which there are robust approaches and policies to respond to any incidents of bullying, discrimination or sexual harassment, in person or online.
 - To promote a positive attitude to learning for students and staff, supporting both groups on continually self-improve.

3. Accountability for leading and line managing other staff.
 - Leading, developing and enhancing the teaching practice of others.
 - Leading the work of support staff in roles related to the postholder's responsibilities
 - Ensuring that all students have equality of opportunity and can work to their optimum.

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

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.

Specific roles related to the Sixth Form

- Promoting the recruitment of Sixth Form Students; organising the Sixth Form Open Door evening, including publicity.
- Overseeing the process of application by external students and the application process of internal students.
- Managing the organisation and administration of Sixth Form enrolment, pre Year 12 and pre Year 13, including mid-course admissions as appropriate and ensuring that agreed admission procedures are adhered to; producing initial lists of data for the Stage Leaders/Heads of Faculty, including ALPS scores to facilitate Target Setting.
- Developing links with colleges of Further and Higher Education (including evenings at School and visits).
- Managing the school-based organisation and administration of UCAS, including the provision of individual student and parental access to guidance and counselling on UCAS related matters, and the compilation of UCAS references.

Person Specification: Assistant Headteacher

Qualifications

- Proven evidence of success and relevant professional development across career
- Appropriate educational and professional qualifications including QTS

Experience

- Demonstrable track record of success in leading change and improvement in a (senior) middle leadership role
- Track record of positive outcomes for those taught and in raising standards and outcomes for those you are responsible for
- Evidence of successful implementation of innovation in teaching and learning
- Experience of working successfully with the local community and organisations (D)
- Experience of using target setting, data analysis and curriculum innovation to improve performance outcomes for students
- Experience of building successful working relationships with governors and of sustaining and developing effective partnerships with external agencies and other organisations (D)
- Experience of operational leadership of resources including finance and people (D)

Skills, Knowledge and Understanding

- Excellent teacher to at least GCSE
- An understanding of current educational issues, including national policies, priorities and legislation
- Knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance
- Knowledge of safeguarding and child protection procedures relevant to the phase
- Knowledge of the UCAS process and apprenticeship route (D)
- Working knowledge of alternative pathways at level 3 such as BTEC, T-levels (D)

Personal Qualities

- Strong team leadership philosophy, sets priorities, agrees and achieves ambitious goals and targets
- Acknowledges excellence and challenges poor performance
- Inspires, motivates and empowers staff, students and parents
- Enjoys working with, and has empathy for, young people from all backgrounds
- Works collaboratively with others, delegating appropriately
- Seeks and acts on feedback from others, including colleagues and governors
- Adaptable and creative in changing circumstances
- Energy, enthusiasm and resilience
- Willing to be involved in all aspects of school life.

How to Apply/Recruitment Process

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. **Your statement should outline how you satisfy the qualification and experience elements of the Person Specification.**

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

Please send your completed application by e-mail to khsvacancies@kingsburyhigh.org.uk
All applications will be acknowledged.

The Recruitment Process

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit the School, arrangements will be made by the HR team. Please contact Sonia.bellot@kingsburyhigh.org.uk

Further information

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact the Headteacher: Alex Thomas (head@kingsburyhigh.org.uk).

The School is committed to safeguarding children and successful candidates will undergo an enhanced DBS check as well as prudent checks of references and employment history.

Closing date for applications: noon on Monday 21 March 2022. Shortlisting by Selection Panel: 22 March.

Interviews will be held 24 March – 25 March 2022.

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