



Sheldon School  
Chippenham

# Candidate Information



## Assistant Headteacher

Closing Date: 31<sup>st</sup> January 2022

Interview Date: 8<sup>th</sup> and 9<sup>th</sup> February 2022

## Contents

Cover Letter.....	3
Senior Management Team Job Roles.....	5
Job Description.....	8
Person Specification .....	10

## Cover Letter

January 2022

Dear Colleague,

**Assistant Headteacher**  
**L13 – L20 (starting point dependent on experience)**  
**Start: September 2022**

In December 2020 after 23 years' service to the school, we said goodbye to one of our deputy headteachers, Sue Powell, who had been a huge presence and influence in many areas across the school. We had looked to recruit a successor to replace her, but possibly due to the nature of the role, or perhaps the times we have all been working through, despite interviewing, we did not manage to find a suitable candidate.

We have been fortunate in having very capable seconded members of staff to ensure the smooth running of the school has continued and we have taken the intervening time to review all roles and responsibilities within our senior team. This has enabled us to reallocate tasks and projects within our group and create a position of Assistant Headteacher (Student Services and Intervention), which we believe is crucial in supporting students here and a post that will offer suitable challenge, yet be professionally rewarding.

There is a strong pastoral focus, which involves working with year heads, but there is a significant strategic element to the role leading and developing the work of our student support services, and coordinating what they do with those working in behaviour support and learning support. We are interested in what experiences you have that would make you a suitable candidate and will be keen to utilise these in strategically taking this area of the school's work forward.

Sheldon is a high-achieving school with a strong record of success. Irrespective of league tables and Ofsted ratings (in which Sheldon has always fared well), it is my belief that Sheldon is a great school. Now in my tenth year here and this being the sixth school in which I have taught, I continue to enjoy working in a school that is relentlessly positive, with staff who routinely go the extra mile. Despite the obvious challenges that have faced people in all walks of life over the past two years, staff and students at Sheldon have remained very upbeat. Students appreciate the efforts of our staff and morale is high, grown from a real sense of community.

We would expect our new assistant headteacher to play a leading role in maintaining our high standards and have ambition to take us even further; therefore, we would want to appoint someone who is an outstanding teacher and who has pastoral welfare at their core. They would need to be a visible leader, someone who is out and about as far as possible, despite obvious demands on their time; we also want a colleague who will give willingly to wider whole-school events.

Sheldon's environment is extremely appealing, the site being very well-maintained through significant regular investment, with visitors to the school frequently commenting on the high-quality facilities they observe. However, it is the staff and students who make Sheldon very special. Students are proud of their school and you can see just some of their thoughts by reading our last Ofsted report.

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

**Headteacher:** Neil Spurdell BSc (Hons)

**Tel:** 01249 766020 **Fax:** 01249 766030

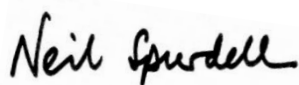
**Email:** admin@sheldonschool.co.uk **Web:** www.sheldonschool.co.uk



I hope, having read the information available to you, that you will decide to apply. To do so, please complete the application form and provide a letter of application (of no more than two sides). In addition, in a separate document of no more than 750 words, we would like you to describe an initiative you have managed which has had a positive impact in your school.

Good luck with your application. I look forward to receiving it and to perhaps meeting you at interview. The closing date for applications is Monday 31<sup>st</sup> January at noon, with interviews scheduled for Tuesday 8<sup>th</sup> and Wednesday 9<sup>th</sup> February.

Yours faithfully,



Neil Spurdell  
**Headteacher**



## Senior Management Team Job Roles

### HEADTEACHER: [Neil Spurdell](#)

*Strategic Direction of and Vision for the School:* working with the Board of Governors to build on the school's achievements and take it forward; overseeing and monitoring the school improvement and development plans; consultation with staff and governors; leading the whole school community in maintaining ethos, formulating policy and monitoring the performance of the school in the pursuit of its aims

*Teaching and Learning:* overall responsibility for the curriculum and its assessment

*Ethos and Pastoral Care:* responsibility for maintaining an environment which promotes effective learning and high standards of achievement and discipline

*Leadership and Management:* working closely with SMT, leading and managing the staff team in planning the tasks and workload to be undertaken by groups and individuals, ensuring the delegation of tasks and responsibilities and establishing clear lines of accountability

*Effective Management of Resources:* working closely with senior staff and governors to attract and retain high calibre staff; managing school finances effectively; managing and developing the physical environment and accommodation

*The School in the Wider Community:* responsibility for fostering positive relationships between the community and the school and for managing relationships with external agencies.

The Headteacher will also lead on personnel, admissions, appointments, SEF, staff handbook, and wellbeing – and service the Governors' Staffing Committee.

### DEPUTY HEAD: [Alison Simpson](#)

#### Raising and Driving Standards

#### Curriculum, Development and Planning

- Curriculum planning and developments
- Timetable
- Oversight of faculty development planning
- Monitoring of curriculum provision and impact
- Oversight of curriculum enrichment opportunities and management of the enrichment budget
- Year 9 and sixth form options systems
- KS2/3 transition (curriculum)
- Line manager of Network Manager, who is responsible for ICT Strategy and Data Integrity
- Oversight of Staff cover and line management of cover manager
- Student target setting
- Oversight of faculty heads' group and chair of faculty heads' meetings
- Line manager of faculty heads in English, Maths, Science, Humanities, and MFL including performance reviews
- Service of Governors' Curriculum committee
- Oversight and line management of external exams administration
- Transport
- School calendar
- Assessment
- Development of school reports and reporting systems
- Equalities, Disabilities and Inclusion

**ASSISTANT HEAD 1: Judith Owen****Teaching and Learning**

- Leading and coordinating developments in teaching and learning, including feedback and marking, to raise achievement
- Leading and coordinating teaching and learning training programmes (with AH2), including the teaching and learning group
- Liaising with SBM to ensure whole school display and social media coverage reflective of outstanding practice
- Line manager of faculty heads in BEC, DT, PE and PEA including performance reviews
- Health and Safety coordination of school trips and events
- Lockdown and emergency evacuation procedures (with SBM)
- SMT member responsible for the coordination of Open Evening
- SMT member responsible for the coordination of Awards Evening

**ASSISTANT HEAD 2: Sian Mundy****Staff Development and Pupil Care**

- Continuing Professional Development (including staff development days, coaching and federation working)
- Coordination and oversight of NQT and new staff programmes
- Oversight of ITE and links with training institutions, line managing Senior Professional ITE Mentor
- Pupil behaviour and attitudes (with AHT3)
- Pupil rewards
- Oversight of pastoral development planning
- KS2/3 transition (pastoral)
- Management of lunch times and MDSAs
- Oversight of year heads' group and chair of year heads' meetings
- Pastoral line manager of, and responsibility for performance management of, KS3 year heads
- Staff duties

**ASSISTANT HEAD 3: VACANCY****Student Services and Intervention**

- Strategic development and line management of inclusion provision
- Strategic development and line management of Student Services, including counselling services
- Coordination of work within Behaviour Support, Student Services and Learning Support
- Line Manager of SENDCo
- Day to day behaviour – in conjunction with other SMT members
- Monitoring pastoral intervention, including support provision and outside agencies
- Development of programmes of rehabilitation and intervention for students
- Pastoral line manager of, and responsibility for performance management of, KS4 year heads

**ASSISTANT HEAD 4: Eugene Spiers****Head of Sixth Form**

- Lead and manage the Sixth Form
- Pastoral line manager of, and responsibility for performance management of, KS5 year heads
- Marketing and recruitment within sixth form
- Quality of teaching and learning and tutoring within sixth form
- Development of curriculum within sixth form (with DHT) and utilisation of data to positively affect sixth form outcomes
- Liaison with outside agencies, especially universities and workplace providers
- Sixth Form student care: day-to-day issues, attendance, behaviour, reviews, progress
- Plan effective transition to the Sixth Form
- Work with the senior student team
- Oversight of whole-school Aiming for Excellence initiative
- Oversight of Sheldon Alumni
- Line Manager of Careers/PSRE

**SCHOOL BUSINESS MANAGER: Tracie Darke**

- Lead on Finance matters, including: budget construction, monitoring and forward projection; strategic financial planning; bids for grants and income generation; the procurement of capital projects
- Lead, manage and coordinate the support services, as well as the maintenance and development of the facilities including: buildings, facilities, grounds, health and safety compliance; major support service contracts; administration services
- Health and Safety coordination, including line management of First Aid provision, preparation for H&S visits, and oversight of accidents and near-misses
- Recruitment and personnel management for all support staff
- Direct line management of support staff serving in finance, personnel, facilities maintenance, administration, marketing and commercial letting roles
- Service of the Governors' Finance, Premises, PR and Marketing committees

**ASSOCIATE ASSISTANT HEAD: John Rumble**

- Designated Safeguarding Lead
- Oversight of attendance
- Development of strategies for greater engagement of parents and students
- Oversight of PP, disadvantaged and LAC pupils, developing strategies and monitoring their impact
- Oversight of health and safety of students with medical conditions (day-to-day)

**ALL:**

- Whole-school objectives
- School ethos and discipline
- Budget planning and monitoring
- Parent forums
- SMT representation at parents' evenings and school events
- Duty team leadership

## Job Description

**Job Title:** ASSISTANT HEADTEACHER

**Salary:** L13 – L20

**Responsible to:** HEADTEACHER

### Strategic purpose:

Reporting to the headteacher, the assistant headteacher will provide senior leadership within the school and will play a vital role in ensuring the highest standards supporting quality teaching and learning, brought about through strong behaviour and attitudes across the school.

### Key responsibilities:

- Oversee the work of Student Services, counselling services, Learning Support, and Behaviour Support to ensure strong outcomes for students
- Oversee the inclusion and Alternative Provision offer to ensure strong outcomes for all students
- Develop programmes of rehabilitation and intervention for students and monitor their effectiveness
- Line manage SENDCo
- In conjunction with other assistant headteachers, monitor pastoral intervention and effectiveness of other intervention, e.g. from outside agencies
- Day-to-day leadership and management of key stage 4 heads of year
- Manage day-to-day behaviour issues in conjunction with other SMT members

### General responsibilities:

- Provide an inspirational role model for others
- Represent and promote the school in a professional manner, including meeting visitors, parents and prospective parents, attending and being an ambassador at events as required
- Work with the SMT, contributing to the SEF and school development plan
- Ensure efficient and economical performance in accordance with operating budgets and year-end objectives
- Carry out other reasonable specific duties as required by the headteacher

This job description does not replace or supplant the current schoolteacher's pay and conditions document. It is subject to renegotiation at the instigation of the teacher or headteacher and it is subject to review as part of the performance management process.



**Other:**

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To undertake any other reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Person Specification

### ROLE: ASSISTANT HEADTEACHER

Attributes	Essential	Desirable
<b>Qualifications:</b> Qualified Teacher Status Good Honours Degree Commitment to personal Continual Professional Development	Y  Y	Y
<b>Experience:</b> Successful experience of teaching in 11-18 secondary school Minimum 3 years' experience in middle leadership role Successful experience teaching GCSE and A Level Successful team working Experience working with outside agencies	Y Y Y Y Y	
<b>Professional Skills:</b> Outstanding classroom practitioner High level of ICT literacy, including social media Ability to deliver confidently to a wide range of audiences Experience of using data effectively	Y  Y Y	Y
<b>Personal Qualities:</b> An ability to inspire others The ability to build strong, mutually respectful relationships with students The competence to lead, manage and develop people individually and as a team A strong drive to deliver high academic standards and to uphold school expectations with staff and students The ability to provide a clear sense of direction and purpose to achieve stated aims Good communication/interpersonal skills and the capacity to listen, empathise and resolve conflict The ability to work effectively under pressure and maintain self-motivation The ability to take initiative and accept responsibility Resilience, energy and stamina Creative and visionary The ability to work with governors, senior management, heads of faculty and heads of year on whole-school initiatives A willingness to contribute to extra-curricular events and activities Ambition for further promotion	Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Y



# Sheldon School

Chippenham



**Headteacher:** Neil Spurdell BSc (Hons)  
Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ