



Winchcombe School

Greet Road, Winchcombe, Gloucestershire, GL54 5LB

Tel: 01242 602233

Email: personnel@winchcombeschool.co.uk

Staff Recruitment Pack



A Message to you from our Headteacher, Mr Jonathan Templeton:



Assistant Headteacher

Dear Candidate

Thank you for your interest in Winchcombe School and our Assistant Headteacher post.

This is an exciting opportunity to join our experienced Leadership Team in September 2022 and to have an impact on the school careers of around 500 young people each year.

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. In Leadership—to build capacity and capability through professional development.
3. ASPIRE—to raise the aspirations of **all** students through the consistent application of expectations.

As a Senior Leader in our school, you will go out of your way to play a full part in all aspects of the school community, and if your values, experience 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: 28 February 2022

If you would like to arrange a visit prior to submitting your application, please email Kate Franklin (personnel@winchcombeschool.co.uk) to arrange a suitable time.

We look forward to hearing from you.

Kind regards

Jonathan Templeton (Headteacher)

Winchcombe School
Greet Road
Winchcombe
GL54 5LB
Tel: 01242 602233

WINCHCOMBE SCHOOL

ABOUT US



Winchcombe School is a friendly 11-16 comprehensive academy school located in a beautiful location in the Cotswolds. We pride ourselves on the personal touch, catering for the needs of all individuals both from a pastoral and academic point of view. Each student is given the opportunity to maximize their potential. Our facilities continue to improve, with a recent £4.8m expansion programme seeing improvements to our Science Department with an additional demonstration laboratory, our D&T wing, indoor and outdoor dining facilities and possibly best of all for both students and the local community, a brand-new sports hall.

We embrace new technology and use the online platform of Bromcom as an information management system both in school and for students to check their timetable, attendance and homework from school or home. Parents can sign into the system to see what homework is being set, contribute to forums, and check their child's attendance and progress.

The school employs approximately 80 staff, including Teachers, Teaching Partners, other pastoral support, admin and premises staff. MiQuill Catering Ltd offer freshly cooked meals in the school canteen four times daily. All staff are encouraged to undertake regular training to keep their CPD up-to-date and regularly share ideas and resources with each other to improve good practice.

If you require further information, please do not hesitate to contact the school.

Email: personnel@winchcombeschool.co.uk



ASPIRE

- Attitude
- Stewardship
- Pride
- Integrity
- Resilience
- Enjoy

Winchcombe School
Greet Road
Winchcombe
GL54 5LB
Tel: 01242 602233

JOB DESCRIPTION - ASSISTANT HEADTEACHER (Page 1/3)

Leadership Scale L9-L13 (£51,402-£56,721 p.a.)

Responsible To: Head Teacher

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.

The specific duties of the successful candidate will vary according to their strengths and skills alongside the priorities of the school. These will be explored at interview.

Introduction: The Assistant Headteacher will have delegated responsibilities which are both school-wide and of considerable weight. This will be in addition to carrying out the professional duties of a classroom teacher.

Key Responsibilities

1. Core Purpose and Accountability – Senior Leaders

- Undertake the professional duties of the Assistant Headteacher reasonably delegated to you by the Headteacher (as detailed in 'Purpose' above).
- In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- To provide professional leadership and management of School Development Plan (SDP) priorities.
- To take an active role in the School Self Evaluation process.

2. Responsibility as a teacher

- 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 Headteacher and the accountabilities expected of class teachers at Winchcombe School.
- 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.
- Uphold the school's principles and policies which underpin good practice and the raising of standards and uphold and promote the school's aims and values.
- Work with colleagues to develop areas of provision that impact positively on teaching and learning across the school.
- Take an active role in the School Self Evaluation process.
- Actively undertake professional development by keeping up-to-date with the latest developments and thinking, coaching and mentoring, self-evaluation and peer review.

3. Performance Management (Appraisal)

- Undertake annual Performance Management, setting and agreeing targets linked to School Development Plan priorities with the Head Teacher. Set targets for managed staff link into the SDP.

4. Key Areas: Impact on educational progress and strategic direction across the school

- Support the Headteacher in: Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all; demonstrate the vision and values of the school in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Promote high expectations for attainment and progress in all subject areas including within key pupil groups (Pupil Premium, EAL etc.)
- Work with outside agencies and stakeholders in achieving school targets.

5. Leadership: Be able to undertake the following roles with confidence and clarity:

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the Senior Leadership Team
- Raise the quality of TLA and pupils' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Provide feedback and coaching for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives to make a tangible impact on students' learning.
- Develop whole staff, key teams and individuals to enhance performance and enable colleagues to achieve.
- Lead coaching, building a culture of continual development amongst teachers. Keep abreast of the latest educational developments and disseminate guidance effectively to other members of staff.
- Plan, delegate and evaluate work carried out by team(s) and individuals. Implement successful performance management processes with allocated team of staff. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture. Help to build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities. Acknowledge the responsibilities and celebrate the achievements of individuals and teams. Develop and maintain a culture of high expectations for self and others. Regularly review own practice, set personal targets and take responsibility for own professional development.
- Assist with recruitment and selection of teaching and support staff as required.

6. Securing Accountability

- Work with the Headteacher to develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. Work closely with and assist the Senior Leadership Team to develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers. Reflect on personal contribution to school achievements and take account of feedback from others.
- Agree, monitor and evaluate pupil progress, attendance, behaviour, exclusions and wellbeing in order to make a measurable contribution to whole school targets.
- Provide guidance on a range of teaching and learning methods/strategies, whilst exemplifying good practice.
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving

7. Resource Management

- Monitor and control the use of resources and budgets according to the school's agreed financial procedures, ensuring that they are spent in line with learning priorities and best value principles.

8. Specific Duties for Assistant Head Teacher

- Provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Head Teacher.
- Take an active role in the School's Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children.
- Work closely with colleagues to make sure that progress targets and data is current and accurate.
- Lead the Performance Management of both pastoral and teaching staff
- Identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout)
- Not all the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Assistant Head's work programme will be negotiated and agreed at the beginning of the performance management cycle. This job description may change as the needs of the school evolve.

Winchcombe School is committed to the safeguarding of young people and an enhanced DBS disclosure will be required for this position. 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.

ASSISTANT HEADTEACHER – PERSON SPECIFICATION

Description	Required	Desired
Professional Qualifications		
Qualified Teacher Status	✓	
First Degree or Equivalent	✓	
Post Graduate Teaching Qualification	✓	
Evidence of further professional development	✓	
Knowledge & Understanding		
Substantial secondary school teaching experience	✓	
Experience of whole-school curriculum management leading to school improvement	✓	
Outstanding classroom practitioner	✓	
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	✓	
Excellent understanding and use of assessment, including target setting and tracking	✓	
Knowledge and experience of up-to-date developments across the curriculum	✓	
Leadership and Management		
Management experience	✓	
Experience of planning for change, development and improvement	✓	
The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make.	✓	
Ability to set & meet challenging targets, for pupils and the school, and to enable others to do this	✓	
Ability to analyse, prioritise and meet deadlines	✓	
Experience of mentoring and performance management	✓	
Experience of whole school self-review and evaluation		✓
Knowledge of the role of Governors		✓
Able to demonstrate leadership qualities and people management skills	✓	
Experience of having led whole school initiatives		✓
Commitment to safeguarding and promoting the welfare of children	✓	
Personal Qualities		
Problem solver, analytical, focussed	✓	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges	✓	
Approachable, caring and empathetic	✓	
Works well as part of a team	✓	
Driven, ambitious for self and school	✓	
Flexible, listens and is prepared to seek advice and support	✓	
Committed to continuing professional development for self and others	✓	
Able to deal sensitively with people and resolve conflict	✓	



Winchcombe School

Greet Rd, Winchcombe, GL54 5LB Tel: 01242 602233