

## Christ's College, Guildford



**Assistant Principal  
To start September 1st 2021  
Information booklet for prospective applicants**

## Christ's College, Guildford

Dear Applicant,

Thank you for your interest in the role of Assistant Principal.

Christ's College is an exciting place to work with dedicated staff, positive students and supportive parents. At our last OFSTED inspection in May 2019, we were rated Required Improvement, but we have seen the positive impact of a plan that was introduced two years ago, with our GCSE exams results being the highest achieved by our students over the last three years. OFSTED also said of Christ's College:

"School rules and routines are embedded so that pupils are clear on what is expected of their behaviour and approach to learning. Teachers have high expectations of what pupils can achieve. They use their expert subject knowledge to plan tasks which engage pupils in their learning. Teachers ask pertinent questions which help them to judge how best to move pupils' learning and understanding on. "

"The school's work to promote pupils' personal development and welfare is good."

We are looking for colleagues to join us in working to make Christ's College even better in the future.

We have seen a rise in the number of families making Christ's College their first choice of secondary education. In 2014 we increased our intake numbers from 125 to 156.

We have a proven track record of excellent professional development opportunities. Staff are provided opportunities for career progression, with high quality training in place.

If you believe yourself to be the right candidate for this position, we would welcome your application. If you would like more information, or if you have questions about the post or the College, please contact me on [jobs@christscollege.surrey.sch.uk](mailto:jobs@christscollege.surrey.sch.uk) or 01483 537373.

I look forward to receiving an application from you.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'S Hatch', with a stylized flourish at the end.

Sarah Hatch

Principal

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### **About Christ's College**

Christ's College is a thriving school serving the non-Christian and Christian community of Guildford, Woking and the surrounding areas. We are proud of our Church heritage and hope that this has helped us to create an environment that is inclusive and supportive of all. Our aim for the children at Christ's College is that they should develop the **Core Values** of **Service, Respect, Stewardship, Co-operation** and **Love**. We know that success only comes through hard work and perseverance; life can be difficult, and therefore we all need resilience, but we need to work with optimism and believe that our hard work will open up great opportunities for us.

Over the last few years Christ's College has continued to grow. We have seen a significant rise in the percentage of children gaining 5 or more GCSEs. We are determined to build upon our high standards and ensure that students at Christ's College achieve excellent outcomes.

OFSTED said:

Pupils are rightly proud of their successes nationally, for example reaching the final in a national handball competition, and winning the University of Manchester's Alan Turing cryptography competition.

Outcomes in 2019 and 2020 were significantly improved, with structures and processes in this area implemented to secure sustainability and continuous improvements.

### **Advantages of working at Christ's College**

- There is a real sense of belonging, camaraderie and mutual respect within the whole community
- Parents/carers and governors are highly supportive of the College
- Students are aspirational and committed to their studies
- Staff are dedicated, skilful and hard-working
- There are good opportunities for internal promotion in a growing school which has a tradition of acknowledging and rewarding hard work
- As a relatively small school which offers a full suite of extra-curricular activities, it is easy to become involved in a wide range of enrichment activities in Sport, Performing Arts and elsewhere
- High quality CPD
- A values driven educational establishment which underpins all areas of college life
- A member of The Good Shepherd Trust

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### The job profile for Assistant Principal

<b>JOB TITLE:</b>	Assistant Principal
<b>DURATION / HOURS:</b>	Permanent full-time post with effect from September 1st 2021
<b>PAY:</b>	Leadership Pay Scale 10 - 15
<b>ELIGIBLE TO APPLY:</b>	Middle or Senior Leaders with suitable skills and experience
<b>RESPONSIBLE TO:</b>	Vice Principal/Principal
<b>SELECTION PROCESS:</b>	<b>Method:</b> Please complete the application form found on our website. <b>Interview date:</b> March 10 <sup>th</sup> or March 11 <sup>th</sup> 2021 <b>Candidates will be assessed once their application is received. Therefore, early application is recommended. We may interview before the closing date if sufficient strong applicants apply.</b>

#### Job Purpose:

- To work with the Principal and other College and academy leaders to ensure the very best education for the students, through achieving the organisation's aims and objectives.
- To promote the Christian ethos of the College.
- To carry out any other reasonable request by the Principal or her appointed representative

#### Main Duties /Responsibilities

The Assistant Principal's responsibilities will be defined and dependent on the strengths of the candidate.

- Support the Principal and other members of CLT on establishing and implementing a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Build, develop and maintain effective relationships with parents and all members of the Christ's College and wider community to enhance the education of all pupils.
- Keep students safe and support the Principal to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the College.
- Support the Principal and other members of CLT to secure an excellent attitude to learning by all students across Christ's College.
- Identify and intervene with vulnerable and disadvantaged students so that they progress and achieve high standards compared to other pupils.
- Support the Principal and other members of CLT to track, monitor and evaluate attitudes to learning, behaviour, attendance and punctuality across the school.
- Liaise effectively with external agencies to ensure the welfare of pupils in Christ's College.
- Regularly report directly to the Local Governing Committee and the Good Shepherd Trust providing information on quality assurance, innovation and strategic development planning.
- Represent the school at relevant panels, working groups and meetings as required by the Principal.
- Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all students.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents, and members of the local community.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD.
- Support the Principal in communicating a compelling school vision empowering all pupils and staff to excel.
- Secure excellent classroom attitude to learning through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing.
- Support the Principal to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice.

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- Undertake a teaching commitment at a level consistent with the needs of the Christ's College and the demands of the post.
- Undertake other duties and responsibilities as are reasonably directed by the Principal.

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.



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**Person Specification –Assistant Principal**

		<b>Essential</b>	<b>Desirable</b>
1	Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification</li> <li>• Further relevant professional/academic study and evidence of CPD and knowledge of current issues in education.</li> </ul>
2	Experience	<ul style="list-style-type: none"> <li>• Proven track record as an outstanding teacher.</li> <li>• Proven track record of raising standards in subject area.</li> <li>• Excellent track record of attendance.</li> <li>• At least three years of proven strong, successful leadership and management experience</li> </ul>	
3	Knowledge / Skills	<ul style="list-style-type: none"> <li>• Up to date knowledge of examination specifications.</li> <li>• Up to date knowledge of best practice in teaching and learning.</li> <li>• Knowledge of effective strategies for meeting the needs of SEND and EAL learners.</li> <li>• Knowledge of effective strategies for meeting the needs of the most able.</li> </ul>	<ul style="list-style-type: none"> <li>• Examiner.</li> </ul>
4	Personal Qualities	<ul style="list-style-type: none"> <li>• Resilience, determination and enthusiasm.</li> <li>• High expectations of self and students.</li> <li>• Ability to work as part of a team.</li> <li>• Excellent written and oral communication skills</li> <li>• Understanding how to empower all pupils and staff to excel.</li> <li>• The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.</li> <li>• Commitment to safeguarding and child protection.</li> </ul>	<ul style="list-style-type: none"> <li>• A desire to keep skills and knowledge up to date.</li> <li>• A desire for further professional development and promotion.</li> <li>• A willingness to contribute to the extracurricular life of the school</li> <li>• A commitment to building and maintaining effective and positive relationships with parents, carers, the wider community and other schools</li> </ul>

### **Christ's College, Guildford**

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure all our employment practices reflect this commitment. An enhanced DBS check is required for this role.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the College. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.