



HEATHSIDE SCHOOL

ASSISTANT PRINCIPAL Candidate Pack

ASSISTANT PRINCIPAL

Start date: 1st September 2021

Salary: £57,890 - £63,745 (L13 - L17 fringe)

Closing date: 9:00am 22nd April 2021

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DEAR APPLICANT,

Thank you for showing an interest in the post of Assistant Principal at Heathside School.

This is a key Senior Leadership Team position and the successful applicant will join Heathside at an important time, helping to shape the School's future ensuring it is outstanding in all areas. The successful candidate, when appointed, will join ElmWey Learning Trust at an important time, playing a part in shaping the Trust as it grows. It will be a teaching professional who will be highly experienced at senior level and confident that they can maintain and further the high standards already established at Heathside.

Heathside is a high achieving 11-18 co-educational academy with 7 forms of entry totalling 1252 students on roll, 202 of whom are in the sixth form. In 2019, 91% of students achieved grade 4 in English and Mathematics and 73% grade 5. Our Progress 8 score was + 0.65 and Attainment 8 61.2. At A level 70.4% of students gained A*/B and 24% of students A*/ A. Our results place us amongst the top 15% of schools nationally and although we are very pleased and proud of this progress we think we can do even better for our students. Our aim is to be one of the highest achieving schools not just in Surrey, but nationally.

Our staff are extremely dedicated. Many began their teaching careers at Heathside and have grown and developed into both pastoral and curriculum leaders. CPD is valued and tailored to meeting the needs of our staff and improving teaching and learning. We have a team of Lead Practitioners and Digital Leader, who work with the Assistant Principal, CPD, to offer a wide-ranging training programme to staff.

Our students predominately come from Weybridge and travel to school by foot, bicycle or train. Year on year the school is heavily over-subscribed. The prior attainment of students at KS2 is above the National average and students make very good progress. We still feel, however, that there is more we can do, and work hard to constantly evaluate our strategies and measure impact with regard to our disadvantaged and SEN students.

The school was graded as 'Good' in the last Ofsted inspection in March 2018 and the Section 8 report here. Inspectors commented on '...strong pastoral care and high academic standards' and the school being a 'harmonious' one. We were delighted that they felt that we really cared for our pupils' personal development and well-being and that pupils valued '...the strong sense of community and felt that they were listened to'.

Students leave Heathside as well rounded, confident individuals who are well equipped to be successful in whatever they choose to do. Our staff are a cohesive body and go the extra mile to ensure students receive the best educational provision.

This determination and devotion by our staff has been illustrated in a very tangible way in which they have sought to learn Microsoft Teams as quickly as possible to enable all of our students to receive the best remote educational provision possible when lock down or self-isolation dictates.

The School is at an exciting phase of development, having become a converter Academy in September 2015 and a single multi-academy under the ElmWey Learning Trust. With the backing of Surrey County Council, the Trust is in the process of setting up a six form entry 11-16 free school, Walton-on-Thames, due to open September 2022. This is to fulfil a basic need for more school places within Elmbridge, where pupil numbers are set to rise markedly by this point in time.


The successful candidate will work closely with the Head of School and alongside a supportive and experienced Senior Leadership Team, to successfully achieve the next stage of Heathside's strategy and vision. Strong support and mentoring will be on-going to ensure that the new appointee is able to fulfill the role successfully. The successful applicant, however, should be able to meet the skills and experiences stated in the job profile and person specification. The exact role will be determined according to the applicant's strengths and experience but some of the areas we are seeking are listed on the job profile before the generic descriptors.

Looking to the future, priorities include a continued focus on outstanding teaching and learning linked to continuous professional development for all staff, behaviour for learning and a sharp focus on the curriculum, with the growth of leadership development at all levels. Alongside this, we wish to continue to support both students and staff through continuing our strong emphasis on well-being and ensuring our values continue to be embedded.

To apply, please complete the application form and submit this together with a letter of application, which should be no longer than two sides in length. If you would like to visit the school before submitting an application, please contact the Clerk to the Trust, Mrs Janice Parrish, by email: jparrish@heathside.surrey.sch.uk.

I hope that the information provided in the application pack will encourage you to apply. You can find out much more on the Heathside's website. I look forward to receiving your application.

Yours sincerely



Anne Cullum
EXECUTIVE PRINCIPAL



OUR ETHOS

The school's ethos is clear and shared by all. It is to...

Offer a welcoming, secure, positive and challenging learning environment.

Promote respect, understanding and acceptance of diversity.

Raise aspirations, encouraging and supporting everyone in their personal endeavours.

Provide opportunities to develop self-esteem, self-confidence and resilience.

Promote positive well-being and support those who need it.

Contribute positively to the local community and beyond.



OUR STAFF

“Our staff are the key to our success”

- Opportunities exist for all staff, at different levels of experience, to take on additional responsibilities, of a whole school nature, so that they develop confidence and further knowledge and skills as well as challenge themselves. Many staff have joined us as NQTs and developed into superb middle and senior leaders and of course, successfully attained promotion elsewhere.
- We provide a comprehensive two day induction programme for new staff and provide a mentoring and coaching programme for NQTs +1.
- We offer bespoke and purposeful CPD which is closely linked to need and staff feedback.
- The school holds the well-being award and has a staff well-being group who feed into the whole school well-being agenda, shaped by regular staff consultation.
- We plan direct time so demands on staff are balanced.
- Management and peer support scored highly in a recent staff questionnaire.
- We have a two week October half term which allows students and staff to recharge their batteries in the middle of the Autumn term.



We offer broad and balanced curriculum which not only allows our students to excel academically, but also to successfully prepare for the challenges they will face when they leave us.

We want our students to leave Heathside as well-rounded, caring young people who have a life-long love of learning, a wish to give back to the community and the skills to be resilient when progressing to their next steps.



APPLICATION PROCESS

Thank you for your interest in this post.
Please find the following documents included in the candidate pack:

- Person Specification
- Job Profile
- Application form [click here](#)
- Equality Monitoring Form (optional) [click here](#)

Additional information about our School can be found on [our website](#)

KEY DATES

Closing date for applications is **9:00am on Thursday 22nd April 2021.**

Interviews will be held for short-listed candidates the week commencing **4th May 2021.**

References will be taken up prior to interview. Please provide an email address for your referees and ensure that they are expecting a request.

TO APPLY:

Please complete the school application form ensuring that all sections are completed. In addition to the completed application form, you should include a personal statement, addressed to the Executive Principal, explaining how your experience and skills to date meet the job profile and person specification, you should also clearly state your attraction to this Assistant Principal role and to Heathside School. The completed statement should be no more than two sides of A4.

The application and statement should be sent to jobapplications@heathside.surrey.sch.uk

Prior to being offered employment the successful candidate will be required to produce an Enhanced DBS with Children's Barred List check and receive health clearance from our occupational health advisors.



Assistant Principal - Person Specification

Qualifications
Honours degree level qualification
QTS
Evidence of appropriate CPD
Experience
Exemplary classroom practitioner resulting in high student achievement
Line management experience including mentoring and assessing staff
Middle or Senior leadership experience or similar
Experience of initiating and leading whole initiative/improvement
Experience of initiating and leading whole initiative/improvement
Proven ability for high level strategic planning
Experience of leadership and management in more than one school
Professional knowledge and understanding
Sound, working knowledge of current assessment criteria for outstanding schools.
Good knowledge and understanding of the use of data to assess, track and promote achievement.
Good knowledge and understanding of the processes of pastoral support and guidance
An understanding of and commitment to safeguarding and promoting the welfare of children and young people
An understanding of and commitment to equal opportunities
A good knowledge of current national developments in the field of secondary education
Skills and attributes
Ability of think creatively and imaginatively and to be proactive in problem solving and decision making.
Ability to successfully deliver from policy to practice.
Able to plan, organise, prioritise and time manage.
Ability to motivate others and support their development.
Excellent team worker, both as a leader and team member.
Ability to work positively, supportively and productively with senior colleagues.
Excellent communication and presentation skills, both oral and written.
Good interpersonal skills, able to foster and maintain relationships with students, staff, parents, governors and other external groups and agencies.
Conscientious, honest and reliable.
High personal and professional standards.
Personal circumstances
The position is subject to an enhanced DBS check
The position is exempt from Rehabilitation of Offenders Act 1974 (all spent convictions to be declared).
Health and Attendance Record: Checks to be made following any offer of appointment
No serious health problem which is likely to impact upon job performance and cannot be accommodated by reasonable adjustment – This would be checked and investigated after an offer of employment had been made.

Assistant Principal Job Profile

Job Title	Assistant Principal	Grade	L13-17
Curriculum Area/Department	Senior Leadership Team	Hours	Full Time
Reports To	Head of School or Vice Principal depending on role agreed.		-

JOB PURPOSE

To work as part of the Senior Leadership Team under the direction of the Head of School in the overall leadership and management of the school in order to secure the best outcomes for all students and the sustained development of the school.


KEY ACCOUNTABILITIES AND TASKS

Key Accountabilities	
<i>Post holder specific accountabilities to be defined following appointment, but experience in some of the areas defined right would be advantageous.</i>	<ul style="list-style-type: none"> • Behaviour Management • Pastoral lead • Attendance • Safeguarding experience - as DSL, Deputy DSL • CEAIG • House System • Wellbeing • Year 7 transition
And generic accountabilities below:	Key Tasks below:
To assist the Head of School and SLT in strategic planning of whole school development.	<ul style="list-style-type: none"> • To identify key areas for school development. • To develop innovative, effective and viable plans to meet these development needs.
To drive whole school development in designated areas of the School Development Plan accountable for (SDP).	<ul style="list-style-type: none"> • To take responsibility for designated areas of the SDP. • To develop and execute plans to meet SDP targets. • To lead and direct the work of other staff in carrying out these plans and to do so in an efficient and effective way.
Effective line management of designated curriculum area(s) to ensure best outcomes for all students.	<ul style="list-style-type: none"> • To work with relevant middle manager(s) to assess and track all aspects of performance in designated curriculum area(s). • To identify areas for development and with the relevant middle manager(s), develop and oversee the execution of plans to meet these development targets. • To assess the effectiveness of these development plans, adjust plans accordingly and hold relevant staff to account for outcomes.

	<ul style="list-style-type: none"> • To lead and direct the work of other staff in carrying out these plans and to do so in an efficient and effective way. • To ensure the effective use of all resources within the curriculum area(s).
Effective line management of designated staff.	<ul style="list-style-type: none"> • To line manage all designated staff within the current performance management structures. • To support and encourage the development of designated staff through effective coaching and where appropriate CPD.
To uphold and promote the school's values and ethos both within the school and the wider community.	<ul style="list-style-type: none"> • To uphold and model the school's values at all times and in all dealings with students, staff, parents, carers and other members of the school and wider communities. • To model high levels of professionalism at all times in all dealings with students, staff, parents, carers and other members of the school community. • To seek out and develop effective relationships with third parties including businesses and industry to enhance students' teaching and learning and wider school experience.
To assist the Head of School and the SLT in ensuring effective day-to-day organisation and operation of the school.	<ul style="list-style-type: none"> • To carry out all and any designated tasks related to the day-to-day operation and organisation of the school, including duties, planning, supporting and attending school events, working with Local Advisory Board and other stakeholder groups. • To deputise when called upon for other members of the SLT. • To oversee the effective day-to day operation of designated curriculum areas.
To promote the welfare and safeguarding of all students.	<ul style="list-style-type: none"> • To maintain at all times safe working practices complying with all relevant regulations. • To promote the welfare and safety of students through participation in relevant activities including assemblies and PSHE/Ethics sessions.

This Job Profile forms the basis of the Appraisal Scheme at Heathside and may be reviewed at any time with the Head of School.

Employee's Name		Line Manager's Name	
Employee's Signature		Line Manager's Signature	
Date		Date	



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