



Warlingham School & Sixth Form College

Deputy Headteacher

Leadership Pay Range L19-L25 (Fringe)

From £74,811 p.a.

1st September 2024

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

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Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



WELCOME

Dear Candidate

Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Paul Foster

Paul Foster
Headteacher

Wide Horizons
High Aspirations



JOB ADVERTISEMENT

Are you an ambitious, self-motivated and inspiring leader with vision, energy and commitment? Warlingham School & Sixth Form College is offering the rare chance for you to become part of our driven and forward-thinking leadership team in the role of Deputy Headteacher. You will help both our students and staff to realise the high expectations of themselves and to strive to achieve excellence within our school community

At Warlingham, we want our students to be safe and happy at school and, as a result, enjoyment and engagement are important elements of school life. We expect our students to work hard, behave respectfully and take pride in their achievements; our student leadership programmes help our students to develop the confidence, and resilience needed to be successful in later life. These qualities help them to develop into well-rounded young people, ready to make a positive contribution to the local community and wider society in general.

We offer a strong school base from which you will be able to play a significant role in working with a committed staff who are ready to overcome challenges, break new ground and share excellent teaching skills. There is a strong team spirit which has contributed to a supportive learning environment for both staff and students. We believe we have a fantastic offer for students – pastorally, academically and vocationally and are looking to develop this further and build on our success.

You will have the opportunity to lead and inspire students and staff so we can continue to develop and ensure that Warlingham remains the provider of choice in our local community. Our students deserve the very best as they undertake and complete their 11-18 learning journey and look forward to the varied challenges and opportunities ahead.

We have a well-established professional and personal learning culture (please visit <http://www.warlinghamtlt.co.uk> to explore our approach) and career progression is actively encouraged and supported across the organisation. By becoming part of the team at Warlingham School & Sixth Form College, your career will benefit from joining a community where you have the advantages of natural advancement and professional development opportunities within the Trust.

We can offer:

- Happy, motivated students
- A dedicated staff and capable leadership team
- The chance to be part of a growing Trust which is committed to collaboration, sharing best practice and professional learning. Our core values are – Equity, Collaboration and Integrity



Wide Horizons
High Aspirations

JOB ADVERTISEMENT

You will be joining a forward thinking, growing Trust at an exciting time in its development and will enjoy our many staff benefits which include: -

- Excellent CPD and career growth opportunities
- Family friendly policies and wellbeing initiatives
- Employee Assistance Programme
- Lifestyle and retail discounts
- Outstanding modern facilities and extensive grounds
- Staff sports and social events with free access to the gym and swimming pool
- A welcoming and friendly school community

Please do not hesitate to contact us if you have any queries. We look forward to receiving your application and welcoming you to our school. Visits are welcome.

CLOSING TIME & DATE: 30th April 2024

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed. Visits welcome.

This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure



JOB DESCRIPTION

Job Title	Deputy Headteacher
Phase	Secondary
Accountable To	Headteacher
Responsible For	TBC
Grade / Scale / TLR	L19-L25 London Fringe
Date	April 2024

Job Purpose

To contribute to the school's strategic leadership, with a specific whole school responsibility. To support the success and continuous improvement of the School and the Trust, ensuring that visions and values are shared, promoted and students achieve excellent outcomes.

Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Strategic Planning and Responsibility

- Create and sustain a culture where pupils experience a positive and enriching school life
- Contribute significantly to the school improvement and planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
- Contribute to the continuous self-evaluation of the school, maintaining a positive and developmental approach to strategic direction.
- Exemplify the application of agreed policies, priorities and expectations to set a good example to colleagues and students.



JOB DESCRIPTION

- Model excellent leadership traits which underpin the core values of the Trust
- Work collaboratively with all school/Trust partners to achieve high standards of teaching and learning

Teaching and Learning

- Establish and sustain high-quality teaching across all subjects and phases by leading, supporting and developing staff across the whole school.
- To be a role model of outstanding practice for teaching and learning.
- To take an active role in the development of the curriculum across all key stages which inspires, supports and challenges all learners.
- To oversee the academic progress of students.
- Commit to collaborative working and learning development across the school and the Trust.

Pastoral

- To support student development and promoting independent learning.
- To establish an identity and positive ethos for students.
- To demonstrate a commitment to and role model positive behaviour management. To ensure students adhere to the school code of conduct and to deal with any disciplinary matters. Including on-call and other duties.
- To promote extra-curricular activities and personal development opportunities to students.
- To monitor their uptake and ensure that all students are included.
- To support other staff in the management of pastoral support

Staff Leadership

- To ensure successful recruitment and effective on-boarding processes are followed.
- To line manage and develop the leadership of senior and middle leaders including Assistant Headteachers, Heads of Department and support teams relevant to specific areas of responsibility.
- To provide creative and visionary leadership in order to build effective teams and provide strategic direction.
- To work effectively with all School and Trust support staff to ensure the smooth and effective running of the School, supporting and deputising for the Headteacher as required.



JOB DESCRIPTION

- To liaise and work collaboratively with other leaders, SENCO and with external agencies as appropriate.
- To model commitment to the continuous professional development of staff and promote a culture of mentoring, coaching and celebrating achievement.
- Review team and individual performance, recognising achievement and dealing with performance issues.
- To ensure effective, professional, positive communication with all colleagues.

School Community

- Support the development of the school within the Trust and the wider community. strengthening partnerships, promoting community cohesion and establishing a range of inclusive links with partners.
- To identify opportunities for student engagement and enrichment in community activities.
- To ensure effective liaison with parents and to support open evenings and other school events.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status • 6 years' teaching experience in a secondary school • 3 years' experience in a successful middle/senior leadership role or has made a significant and sustained contribution to school development • Relevant leadership qualification 	<ul style="list-style-type: none"> • Safer Recruitment
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Comprehensive knowledge of current educational issues and their application in a secondary school context • Excellent subject and curriculum knowledge across all key stages • Experience of contributing to strategic development 	<ul style="list-style-type: none"> • Financial control and budgeting • Effective change management experience
SKILLS & APTITUDES	<ul style="list-style-type: none"> • Commitment to raising standards, high expectations of others • Able to inspire students and colleagues • Excellent behaviour management • High level of IT skills • Team player • Good presentation skills • Excellent organisational, communication and interpersonal skills • Positive 'can do' attitude 	<ul style="list-style-type: none"> • Analytical aptitude • Decision making
LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> • Able to lead, motivate, enable, manage and inspire others • Good organisational skills and the ability to have a flexible and adaptable approach • Integrity • Empathy • Innovative and motivational leader with vision 	<ul style="list-style-type: none"> • Ambition and drive to succeed • Project management
SAFEGUARDING	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the School/Trust Child Protection and Safeguarding policy and the Staff Code of Conduct 	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING TIME & DATE: 30th April 2024

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Paul Foster
Job Title:	Headteacher
Phone Number:	01883 624067
Email Address:	P.Foster@WarlinghamTLT.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Warlingham School & Sixth Form College



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www.WarlinghamTLT.co.uk



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