

achieving **Success** for all



Candidate Pack
Assistant Headteacher
Teaching and Learning





WELCOME

Thank you for your interest in the Assistant Headteacher post currently advertised at Churchdown. I thought it would be useful if I gave you a personal perspective of our unique school to help you to decide if this role is the right opportunity for you. A role where you would be happy, thrive and make a valuable contribution to our community.

Churchdown never stands still. We are always seeking to improve and refine our offer to the students and staff here. Each year we continue to make progress, and this is down to the skills and attitudes of our colleagues and their relentless focus on self-improvement. Our impressive Progress 8 score helps illustrate the impact of our combined efforts and the doors we have opened for our students. However, we are always looking forward and acknowledge as a school that it is about the students of now and the exceptional educational provision and care we put in place every lesson, every day. As a result of this relentless approach to school improvement we are seeking to appoint a dynamic and inspirational leader to help take our school to the next stage.

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. Collective actions from all of us are carried out with excellence every day for our students. As a result, we have created a school that allows every student to achieve far beyond what they even dreamt was possible.

It is clear that our journey to becoming the best school in the country is only possible if we appoint and grow exceptional leaders. Building leadership capacity will provide strategic input, offer support to staff, add expertise and motivate staff through career progression opportunities.

Our students deserve the best and proudly I can say as headteacher that we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something by calling them by their name and asking if they are ok today; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. Could that someone be you?

I hope this is an insight which inspires you to apply for the post of Assistant Headteacher. Please do come and visit us so you can see first-hand if Churchdown is a place you would like to continue and develop your career. It would be my pleasure to tell you more about our school, discuss this role and find out more about you.

David Potter
Headteacher



Our School Mission and Purpose

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of **integrity, resilience, respect, ambition and **friendship**. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.**



Working at Churchdown

School Curriculum

We believe in every student's right to a broad and balanced curriculum which allows them to be culturally rich, curious and accomplished individuals, with the ambition and opportunities to shine in adult life.

We take every opportunity to ensure that all students, regardless of ability, make the best progress possible and achieve the highest possible standards in subjects and qualifications. We strive to narrow the gaps in achievement and enable those not achieving age-related expectations to catch up with their peers.

Curriculum Organisation

We deliver the National Curriculum to all students at 11-16 to develop a broad and balanced diet of learning. At Key Stage 3 (Years 7 - 9) the school curriculum consists of core subjects: English, mathematics, science; and non-core subjects: modern foreign languages, design technology, ICT, history, geography, art, music, drama and physical education; PSHE (including sex education) and learning effectively lessons.

At Key Stage 4 (Years 10 – 11) the school curriculum consists of compulsory subjects: English language and English literature, mathematics, science and physical education and a broad range of academic and vocational courses leading to external qualifications. In Key Stage 4 the students also take part in Prep lessons that are used for focussed independent study. At Key Stage 5 (Sixth Form) the school curriculum consists of a broad range of courses leading to external qualifications that allow the students to move forward towards their ambitious goals.



Teaching and Learning

This is what we are all about! As a school we constantly strive to provide excellent opportunities for learning for all of our students, regardless of ability. This can be challenging, but outstanding lessons are based on high quality relationships between staff and students. We recognise that students excel when lessons are calm, positive, well-prepared and stimulating.

The students' behaviour will generally mirror the quality of the learning experience that is being offered. Our aim is to provide our students with the highest quality of teaching and learning in every lesson. This is the focus of all our energies. As a school we do everything in our ability to support each member of staff to achieve excellence. We provide training, support and guidance so that everyone has a clear understanding of what outstanding learning looks like, and more importantly, the tips and strategies to help facilitate this.

Successful schools operate an 'open door' policy with regard to the experiences which take place throughout the school day. Visible leadership from all members of the school leadership team is paramount to supporting every member of staff to provide our students with an exceptional experience at Churchdown. Consequently staff are visited on a regular basis. The purpose of this is to provide opportunities to see/share good practice and to fully support staff.

School Development Priorities

The School Improvement Plan is our three-year strategic plan to help raise standards and improve the quality of education at Churchdown School.

At the heart of school improvement is the full commitment to delivering high quality learning experiences. This, coupled with our ethos, will remain a constant priority. However, there is recognition that we 'can' and 'should' be reaching for higher standards of achievement. Our focus on supporting staff development will ensure that this priority is met and that we can help make Churchdown the best school in England.

Specifically, the priorities are:

1. **Every teacher is an expert in using assessment to inform their planning**
2. **All performance gaps are closed by the end of Year 7 for every student**
3. **Every student achieves their target grade at the end of KS4 and KS5**

Our Commitment to Your Career

Ultimately we recognise that great schools value their staff and it is without a doubt a key priority to ensure that we challenge and support staff in a nurturing environment to be the best they can be. Therefore, opportunities for staff development are broad and varied. The school is committed to sharing best practice; we have a strong school-to-school focus working with a large number of high performing secondary and primary schools nationally to offer opportunities for staff to share expertise outside of Churchdown. We provide a rich suite of professional development opportunities which include all NPQ levels as well as bespoke coaching packages to support the individual needs of colleagues at each stage of their career.

As a result of this commitment to staff development, we are proud of the progress our colleagues make, with many securing promotion, both internally and at other successful schools across the country. We are always looking to grow the talent within our school and seek out the emergent leaders, but are also unashamedly outward-looking to ensure we secure the ideal candidate to help our school continue to make exceptional progress and be the best it can be.

Leadership at Churchdown School

The challenge of leadership is to create a sense of purpose for an organisation and to equip those within the organisation with the means to pursue that purpose. The leader must lead from the front. Of course, there's a place for all sorts of leaders; there are plenty of introverts and reflective types who become successful leaders by creating systems and procedures which ensure operational efficiency. There are others who are extrovert and more comfortable maintaining a presence around the school offering suitable challenge and support to all stakeholders. Whilst leadership is too multidimensional for a 'one size fits all' approach; at Churchdown we only appoint leaders who have a strong core purpose, are able to win the hearts and minds of stakeholders, are professional, optimistic in all situations and are able to operate strategically whilst coping with the day to day demands of leadership.

We are extremely fortunate to have very strong leaders at all levels at school. Nothing is too much for anyone as they strive for distinction whilst making the school the best it can be for the students. Senior Leaders are influential in the strategic direction of the school and are a significant presence daily, ensuring the smooth running of the school and offering support to staff. Talented and committed Middle Leaders, who lead their teams with skill and drive, ably support Senior Leaders in achieving the school's goals.

Senior Leadership Team:

David Potter - Headteacher

John O'Connell – Senior Deputy Headteacher

Josie Hilton – Deputy Headteacher

David Carter – Assistant Headteacher

Andrew Coates – Assistant Headteacher

Pete Coyle – Assistant Headteacher

Adrian Hargreaves – Business Manager

Rebecca Harris – Assistant Headteacher

Stuart Hastings – Assistant Headteacher

Michelle Whitson-Jones – Assistant Headteacher

JOB DESCRIPTION

Job Title: Assistant Headteacher

CONTRACT DETAILS

SALARY SCALE

L 14 - 17

LINE MANAGER

Headteacher

JOB PURPOSE

To provide high quality leadership and strategy in order to continue to raise standards of teaching and learning across our school. This core responsibility will enable all staff to set high expectations of students they teach and so create the conditions for highly effective teaching and learning to flourish. The core purpose of this role is to also evaluate the effectiveness of the classroom practice through strategic leadership of all stakeholders. At the centre of this role is to ensure all classroom practitioners enable students to become effective, enthusiastic and independent life-long learners. In order to carry out their role effectively, all senior leaders are expected to be fully aware of the latest developments and research and be able to mobilise it for the good of the students' personal and academic outcomes.

RESPONSIBILITIES

As a leader:

- To work closely with all senior leaders to best inform strategic planning;
- To report to stakeholders on the progress made towards the whole school planning priorities;
- To develop the Heads of Department with their own strategic leadership and ensure it is world class;
- To ensure that high impact, teach-first strategies unlock the potential of every student and are able to run successfully;
- To ensure all staff are experts in high quality, teach-first strategies;
- To work closely with all teachers to ensure they are well supported in delivering their curriculum offer;
- To communicate effectively with all parents to get the best from them through a supportive relationship;
- To ensure, through a holistic strategic approach, that all stakeholders are contributing their efforts into the achievements and ambitions of the students;
- To be accountable, with middle leaders, for delivering excellent lessons for all learners within a world class curriculum;
- To develop the leadership capacity involved in whole school teaching and learning;
- To develop all staff in leading their own classrooms with excellence.

As a classroom teacher:

- To undertake any and all duties as laid out in the School Teachers Pay and Conditions Document and meet the Teachers' Standards;
- To plan and prepare lessons, schemes of work and assessment materials;
- To teach, according to their educational needs, students assigned to allocated classes, utilising key skills as appropriate;
- To control and oversee the storage of books and other resources required for class usage;
- To ensure positive behaviour management in accordance with agreed school policies, including the administration of rewards;
- To set homework in accordance with agreed whole school and departmental policies;
- To monitor and assess student performance so that targets can be set for individual student improvement;
- To report to parents in accordance with the whole school policy;
- To take registers for each lesson.

Performance Management

- To demonstrate a clear commitment to you own professional development every day

Other

- To undertake any other duties, commensurate with the grade, as requested by the Headteacher

Personal Specification

The successful candidate must:

- have a very secure understanding of the performance measures of secondary education;
- have knowledge and understanding of the ever changing policy of education and performance measures;
- be fully committed to supporting the core purpose of the school as outlined in our Mission Statement;
- have a good honours degree;
- be an 'outstanding' classroom practitioner;
- have knowledge and understanding of recent developments in high quality teaching;
- have good ICT skills;
- be a team player;
- be proactive;
- enjoy working with young people;
- look to always find a way with those they work with;
- have the capacity to work hard and under pressure;
- be a motivator;
- be a good communicator;
- have personal integrity and the drive to do what is best for the students;
- have ambition;
- be committed to providing students with a world-class education; and
- have a sense of humour!

