

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Assistant Headteacher (Teaching & learning)

To Start 01 September 2019

Application Deadline:

09:30hrs 24th April 2019



Belonging

Education

Determination

Excellence

Service

About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved in the new 9-1 GCSEs. Both departments achieve fantastic results at 4 and 7 grades. St Bede's has also seen a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018
Attainment 8	54.9	57.4
Progress 8	+0.48	+0.68
EBACC	43%	49%
EBACC entered	74%	77%
4/C+ English	84%	86%
4/C +Maths	89%	88%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience." Ofsted 2017

Senior Leadership Team at St Bede's

Dear applicant,

Appointment of an Assistant Headteacher (Teaching and learning)

Thank you for your interest in this important post.

Following a review of the leadership team of St Bede's we are looking to appoint an additional Assistant Headteacher to join us.

From September 2019 our leadership team will consist of:

- An Executive Head (Stephen Crabtree), working for three days per week,
- A Head of School: Academic (Adam Powell)
- A Head of School: Pastoral (Rachel Heard)
- An Assistant Head: KS3 (Amanda Adams)
- An Assistant Head: KS4 (Adam Saunders)
- An Assistant Head: KS5 (Karen Tottey)
- An Assistant Head: Primary liaison and enrichment activities (James Wood)
- An Assistant Head: Teaching and learning (new post)
- A Bursar (Ray Salmons)

St Bede's is a popular and thriving school. We benefit from the support of three Christian traditions and have an excellent track record in securing academic success, providing a wide range of enrichment opportunities and ensuring an excellent all-round education.

Over recent years, at the request of the local authority, the school has admitted a 'bulge' class (taking Year 7 from a total of 270 to 300) and we are working with Surrey to improve our facilities so we can admit 330 pupils per year from September 2019 onward.

St Bede's is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of governors. Our pupils are actively engaged in all aspects of school life and there is a culture of mutual support and openness.

If you would like to apply for this post, please read the accompanying job profile and person specification carefully. Please fill in the application form and send it to me with a letter (no longer than two sides of A4) giving an indication of your experience and stating how you would drive up standards of teaching and learning at St Bede's.

I look forward to hearing from you.

Yours sincerely

Stephen Crabtree
Executive Headteacher.

Job Profile

Context

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document

Purpose

To serve the mission of St Bede's as a Christian school by ensuring the effective learning, well-being and development of all students across all Key Stages and throughout all curriculum areas, so they make good progress.

Leadership range 13-17 (£54,832 - £60,378)

Responsible to

Head of School - Academic

Key Accountabilities

- To lead teaching and learning from KS3 to KS5
- Responsible for the induction programme for NQTs, and for their development
- Responsible for initial teacher training within the school
- To ensure that all students learn well, make good progress and develop effectively
- Overseeing the monitoring and maintenance of excellent classroom standards
- Taking action with identified members of staff to enhance and support classroom performance.
- To be an effective leader and manager: sharing the common vision for the school and setting clear objectives, monitoring and evaluating all aspects of the work and developing new approaches to meet new challenges.
- To involve students and their parents in shaping and evaluating the work and experience in school.
- To be a member of the Senior Leadership Team, leading and contributing to the development of policies and practice, and the evaluation of all aspects of school life
- To share general aspects of whole school management (e.g. staff appointments, performance management, staff development activities, communicating with staff and parents, organising events...)
- To carry primary responsibility for specific "strategic tasks" allocated within the team.

Key Tasks

- Establishing, developing and sustaining an excellent, effective and comprehensive curriculum provision that will meet the needs of all students and express the school's mission and values
- Lead and develop the induction programme and assessment for NQTs
- Liaise with partner training organisations and universities developing strong links for the initial training of teachers
- Lead the initial teacher training programme within St Bede's
- Support the Head of School – Academic in the provision of CPD and staff development.
- Support the Head of School – Academic in tackling underperforming departments.
- Establishing, developing and sustaining excellent, effective and comprehensive extra-curricular provision
- Establishing, developing and sustaining a comprehensive system of monitoring student progress, based on data and observation
- Identifying the needs of individuals and groups of students and how well these are being met
- Sustaining and developing the positive Christian ethos throughout the school
- Celebrating achievement, commitment and generosity in students and staff
- Working directly with students, staff, parents and others to ensure strong progress and well-being
- Working with school governors and within the leadership team to develop and articulate policies and practice
- Contributing to the school's processes for self-evaluation
- Representing the highest standards and aspirations of the school in all dealings within the school and outside it
- Communicating effectively with staff, students, parents, governors and external agencies of all kinds

NB Leadership roles are regularly reviewed and amended and the exact accountabilities & job profile would be negotiated with the successful candidate.

Person Specification

	Essential	Desirable
Christian	<ul style="list-style-type: none"> • Strong personal commitment to ethos of school. Able to provide leadership within an explicitly Christian context. • Committed to work with a range of Christian traditions and approaches 	<ul style="list-style-type: none"> • Personally committed and practicing Christian, member in good standing of any denomination served by the school. • Involvement and leadership (formal or informal) in Church life. • Informed and thoughtful about current Christian issues
Education	<ul style="list-style-type: none"> • Graduate or equivalent level • QTS and post-threshold • Clear evidence of commitment to continuing professional & personal development • Suitably qualified to embark on NPQH programme 	<ul style="list-style-type: none"> • Specific management training (e.g. Leadership pathways) • Have begun or completed NPQH programme or have firm plans to do so
Curriculum	<ul style="list-style-type: none"> • Established as an effective teacher across the age and ability range • Significant successful experience in a position of curriculum leadership • Good understanding of curriculum issues, policies and practice • Good understanding of assessment and reporting • Good understanding of student progress monitoring • Successful involvement in curriculum development, planning & evaluation 	<ul style="list-style-type: none"> • Successful experience of leadership in “wider” curriculum issues (e.g. Special Needs, ICT, Literacy)
Pastoral	<ul style="list-style-type: none"> • Established as effective in working with students and parents including taking personal responsibility for dealing with challenging students and parents • Good understanding of current pastoral issues and practice 	<ul style="list-style-type: none"> • Significant successful experience in a position of pastoral leadership • Leadership of initiatives in pastoral work • Responsibility for key element(s) of school pastoral policy or practice • Liaison with “outside agencies”

Person Specification

<p>Leadership</p>	<ul style="list-style-type: none"> • Successful middle leader either as a HOD or as a HOY. • Successful and significant experience of leading a team of teachers and/or other staff • Able to communicate effectively to a variety of audiences and in a variety of contexts including public presentation • Able to engage with and command respect in working with colleagues at all levels • Successful experience of managing change • Effective in use of IT for management • Successful experience of managing challenging and/or sensitive situations with staff, students, parents and others • Able to hold others to account 	<ul style="list-style-type: none"> • Significant successful experience in “whole school” leadership role • Successful experience of role in wider school community (e.g. assemblies, presenting to parents)
<p>Personal</p>	<ul style="list-style-type: none"> • Natural authority and confidence in dealing with people and situations. • Able to take and enjoy personal and final responsibility • Good team member, good listener and sensitive to people’s needs • Good sense of humour & able to enjoy work • Calm and organised under pressure, able to prioritise • Resilient and determined 	

How to Apply

If you would like to apply please complete our application form for teaching posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

HR Team
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on 24th April 2019

Interviews will be arranged shortly after this date.

We look forward to hearing from you.



Our data protection policy for job applicants is available at:

<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".

"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".