

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Head of School (Academic)

To Start: April / September 2017

Application Deadline:

09:30hrs 30th January 2017

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.

Our GCSE results make us one of the highest performing non selective schools in the country. The table below shows key 'headline' figures over the last three years.

Headline Figures	2014	2015	2016
Attainment 8	5.74 (B-)	6.00 (B)	6.06 (B)
Progress 8	0.39	0.41	0.56
% achieving a C grade in both English and Maths	79%	85%	80%

St Bede's is a good place to work. Students are well behaved. There is a strong sense of community and professionalism in a very worthwhile cause. Staff may be of any religion (or none) but the school is built on Christian faith and values, which are reflected in our work and the way that we operate. Our facilities are very good too – staff have free access to fitness facilities, there is very good on-site catering and there are opportunities to be involved in a very wide range of activities and visits. We offer initial Teacher Training through the i2i Partnership, an alliance of Surrey and Hampshire secondary schools.

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.



Letter from the Executive Headteacher

Dear Applicant,

Appointment of a Head of School (Academic)

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 a new Head of school. You will see from the attached summary that from September 2017 we will have an executive Head (Stephen Crabtree), working for three days per week, and two Heads of school. Rachel Heard (the current deputy) will be in charge of Christian and pastoral development at the school while our new appointee will take charge of academic progress and teaching standards.

You will see from the paperwork we have included in this pack that 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. The person appointed to the post will need to be a practicing Christian from one of our traditions.

For the last two 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 2018 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 the 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 the school.

I look forward to hearing from you.

Yours sincerely

Stephen Crabtree
Headteacher.

Summary of the proposed leadership structure of St Bede's School

Executive Head (part time, 3 days per week)

Key accountabilities:

- To set out and articulate the vision and strategic direction of the school.
- To agree and implement the annual school development plan.
- To ensure the school's finances remain in the black and the facilities continue to improve.
- To communicate with key stakeholders (staff, governors, parents, local churches, dioceses) the strengths and challenges facing the school.

Accountable to: full governing body, foundation committee, resources committee.

Head of School – Pastoral (full time)

Key accountabilities:

- To put in place a strategy for developing the Christian Mission of St Bede's.
- To oversee the provision of pastoral care at the school.
- To ensure the spiritual, moral, social and cultural development of all pupils.
- To put in place procedures to safeguard pupils and staff.

Accountable to: Executive Head, faith and life committee.

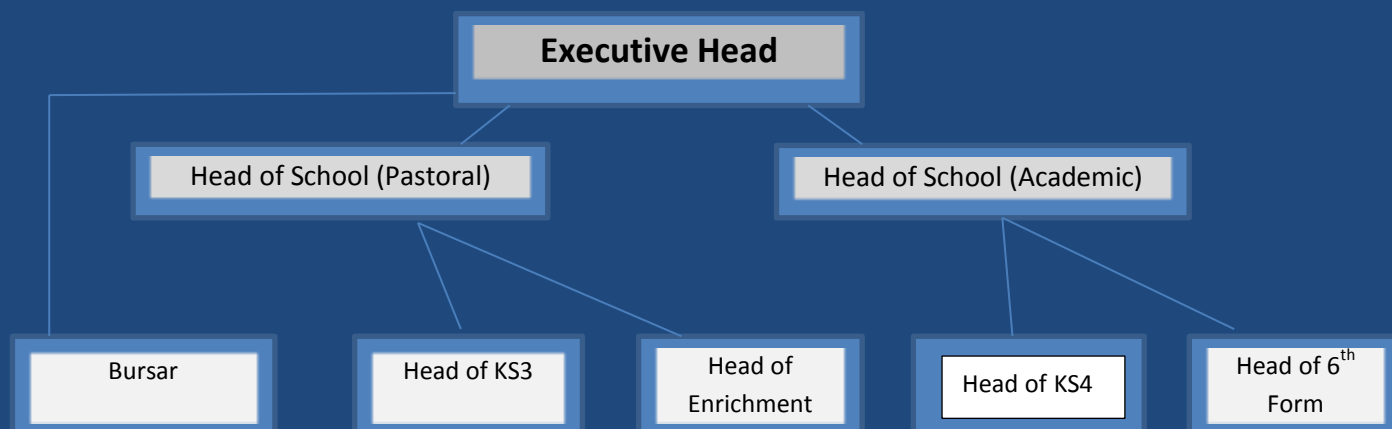
Head of School – Academic (full time)

Key accountabilities:

- To put in place a strategy to ensure every child fulfils his / her academic potential at the school.
- To oversee the development of teaching and learning at the school.
- To develop the curriculum and timetable to meet the needs of all learners.
- To use data to track the progress of all learners and put in place measures to tackle underachievement.

Accountable to: Executive Head, teaching & learning committee.

How will accountability be shared amongst the senior team?



Job Profile

Context

Our Mission is to be a Christian School that seeks to appreciate and develop the talents and skills of each individual. Inspired by the life of Christ and his teaching and following in the footsteps of St Bede, we endeavour to create an active partnership with home, church and the wider community in order to prepare our students to face the future with confidence and take up the challenge of the Gospel.

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are expected to work within the policies approved and adopted by the Governing Body and under the direction of the executive 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 leading the school's work and deputising for the executive Headteacher

Salary

Leadership range 24 - 28 (£69,034 - £76,783)

Responsible to

Executive Headteacher

Key Accountabilities

- To take responsibility for the day-to-day running of the school in conjunction with the Head of School (pastoral)
- To make a substantial contribution to the development, articulation and implementation of the school's development plan and support the Christian mission of St Bede's
- To monitor, evaluate and develop the quality of teaching throughout the school
- To oversee the school's work in initial teacher training, and take a lead in the professional development of teachers
- To develop, implement and evaluate the performance management system to support excellent teaching
- To oversee departmental self-evaluation and review
- To lead the assessment, reporting and tracking of pupil progress
- To be a member of the School Leadership Team, leading and contributing to the development of policies and practice, and the evaluation of all aspects of school life
- To share aspects of whole school management (e.g. staff appointments, staff development activities, communicating with staff and parents, organising events...)
- To deputise for the executive Headteacher when required and to support him / her
- To assist the executive Head in supporting and advising Assistant Heads and Middle Leaders in their roles

Key Tasks

- To lead the school in conjunction with the executive Head and Head of School (pastoral)
- To help develop and implement the school development plan
- To line manage two of the assistant Headteachers
- To analyse the academic performance of the school and take action to secure the improvement of identified areas
- To lead the strategic development of the curriculum and oversee the timetable process

- To oversee the Performance Management of teachers
- To work with other senior leaders in line managing departments and lead meetings with each HOD / Subject leader regarding standards in each area
- To ensure that a programme is in place to support the development of teaching & learning and tackle teachers who 'require improvement'
- To oversee the production of the annual timetable and make staffing decisions within the agreed budget
- To ensure that the progress of all learners is tracked using available data and work with senior staff, middle leaders and teachers to tackle underachievement
- To attend full governors' meetings and facilitate the governors teaching & learning committee
- To communicate effectively with staff, students, parents, dioceses and outside agencies
- To promote the school in the wider community
- To take a strategic overview of IT across the school



Person Specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • Personally committed and practicing Christian, member in good standing of any of the traditions served by the school. • Able to articulate and apply own faith practically to the mission of a Church School • Able to share own faith with staff and students, sensitively and appropriately, as part of developing the school ethos and mission • Open to work with Christians from a range of denominations 	<ul style="list-style-type: none"> • Involvement and leadership (formal or informal) in Church life. • Informed and thoughtful about current Christian issues • Interest in and awareness of ecumenism
Education and Training	<ul style="list-style-type: none"> • Graduate • Clear evidence of commitment to continuing professional & personal development • Evidence of preparation for senior management and Headship 	<ul style="list-style-type: none"> • Higher Qualification • NPQH or working towards it • Specific management training
Curriculum Experience	<ul style="list-style-type: none"> • Established as an effective teacher across the age and ability range • Good understanding of curriculum issues, policies and practice • Involvement in leading curriculum development, planning & evaluation 	<ul style="list-style-type: none"> • Significant successful experience in a position of curriculum leadership • Successful experience of leadership in “wider” curriculum issues (e.g. Special Needs, ICT, Literacy)
Pastoral Experience	<ul style="list-style-type: none"> • Established as effective in working with all students and parents • Involvement in development of policy and practice relating to pastoral work • Good understanding of current pastoral issues and practice • Capable of handling sensitive and demanding pastoral situations 	<ul style="list-style-type: none"> • Significant successful experience in a position of pastoral leadership • Responsibility for key element(s) of school pastoral policy or practice • Liaison with “outside agencies”

<p>Leadership Experience</p>	<ul style="list-style-type: none"> • Successful and significant experience of leading a team of teachers and/or other staff • Significant successful experience in “whole school” leadership role • Able to engage with and command respect in working with colleagues at all levels • Strong and articulated vision for Christian leadership • Aiming for Headship • Successful experience of managing change • Effective in use of ICT for management 	<ul style="list-style-type: none"> • Successful experience of working with Governors, parents and the community • Successful experience of role in wider school community (e.g. assemblies, presenting to parents)
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Natural authority, credibility and confidence in dealing with people and situations • Excellent communicator • 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 • Creative and imaginative 	



How to Apply

If you would like to apply please complete our application form for teaching posts and send it to us together with a supporting statement (maximum two sides of A4) which explains your educational philosophy, outlines your skills & experience and indicates how you would raise teaching standards at the school.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

Mrs C. Whybra
Personnel Officer
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 30th January 2017

We intend to hold interviews during week commencing 6th February 2017

We look forward to hearing from you.

We are offering two opportunities for prospective candidates to tour the school and meet with the Headteacher.

Friday 20th January 2017 at 10:00 hrs

Tuesday 24th January 2017 at 16:00 hrs

If you would like to come to one of these sessions please ring Carole Whybra on 01737 214048 or send an email to

jobs@st-bedes.surrey.sch.uk

We understand that it will not be possible for every applicant to visit.

