



**Assistant Head (Student Welfare and Guidance)
(L9 - 13)**

**Required for September 2018
Closing date: Tuesday 20th March at noon**

Application Pack

Thank you for your interest in the post of Deputy Headteacher at Maidenhill School. This application pack consists of:

1. Details of the school
2. Details of the vacancy
3. Job specification for the post
4. Details of the location of the school
5. Application details

The school prospectus is downloadable from our website, www.maidenhill.gloucs.sch.uk. The report from our recent OfSTED inspection on 10th and 11th January 2017, is also available through our website.

1. Maidenhill School

Maidenhill School is a small co-educational school just 4 miles from the M5, giving easy access from Cheltenham, Gloucester and beyond. We currently have a number of staff who commute from Bristol and indeed Wales. Visitors often comment on the positive atmosphere of our school and the excellent relationships between students, and between staff and students. We currently have 555 students on roll, and as a small school we pride ourselves in knowing the students as individuals. Many students and their families choose Maidenhill due to its size and ethos. Maidenhill has grown in popularity over recent years and this is reflected in the size of our year groups. Despite the expansion of local grammar schools our numbers continue to increase. Early indications for the Year 7 intake for September mean that the school will increase by about 50 students again. Many of our students come from the local area of Stonehouse and surrounding villages, but some also travel from a wider geographical area.

At Maidenhill School we are ambitious for our students and they thrive in a positive learning environment that provides pace, challenge and support. We live and work by our strapline, 'creating and achieving a brighter future'. We place an emphasis on the development of the whole child, developing skills alongside knowledge, so that our students become active and independent learners prepared for both further education and for their place in an increasingly global society.

Our GCSE results improve year on year and we never rest on our laurels. We strive to deliver the very best education for our students and in order to do this we need reflective professionals who want to constantly improve. We embrace challenges and have a 'can do' attitude. The staff, teaching and non-teaching, work well together, supporting and challenging each other to ensure the best outcomes possible for our students.

Head Teacher: Mrs P Wilson BA (Hons)

Telephone: 01453 822469 **Fax:** 01453 825615 **Email:** office@maidenhill.gloucs.sch.uk

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The profile of our school reflects the fact that we exist in an area with a number of grammar schools. We have the full ability range, but currently have fewer high ability students than the national average. Our pupil premium percentage is in line with national average; we have a higher than national average percentage of SEND students. We have an even balance between girls and boys.

The school is committed to the continuing professional development of staff with a comprehensive programme of CPD, supporting school priorities and staff aspirations. There are regular opportunities for staff to share good practice and lead CPD sessions. We have an active 'Learning Breakfast' that is a group for staff who meet before school to share teaching and learning strategies and leads to the production of the 'Learning Breakfast' bulletin. We are part of the Balcarras Teaching School Partnership and through this, and also our local STAR partnership of four secondary schools, staff have access to a variety of CPD and networking opportunities.

Our motto, 'Creating and achieving a brighter future' underpins everything we do. As a staff we share a common aim of enabling students to achieve their personal best. We look for barriers to learning and then look even harder to break down those barriers. We talk often of 'personal best' and this drives our approach. As a small school we are well placed to know our students and their families well.

A significant investment was made in the refurbishment of the main school building and outdoor area a few years ago and this, coupled with strategic continued site improvement work means that we have developed a very positive learning environment that is enjoyed and respected by students and staff. We consider ourselves very lucky to have such good facilities whilst retaining the heart of the school that dates back to 1957.

2. The Vacancy

The post arises due to the retirement of our current Assistant Head, Mr Steve Vale, who has been Assistant Head at Maidenhill for the last 6 years. Steve has been part of the recent and very successful SLT that has brought about significant improvements in the school and student outcomes. This opening presents an exciting opportunity for an outstanding candidate to join our leadership team and make a significant contribution to the future development of the school.

The ideal person for this post will have:

- A track record as an outstanding teacher
- Vision, creativity, energy, drive and ambition
- A deep knowledge about teaching and learning
- An understanding of the complexities of young people
- A determination to ensure that all students attend and thrive at the school
- A very good understanding of change management and implementation
- Experience and success at middle leadership level
- Excellent leadership, communication and interpersonal skills
- Total commitment to securing high standards from and through others

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- The ability to lead and inspire colleagues

The Senior Leadership Team consists of the Headteacher, a Deputy Headteacher, two Assistant Headteachers and the Business Manager. Senior leaders share responsibility for line managing middle leaders within both subject areas and the student welfare and guidance team. The Assistant Head (Student Welfare and Guidance) currently line manages the Links team and the SENDCo in addition to many other responsibilities including attendance, behaviour and the personal and social development of students, overseeing our whole school provision of PSHE and careers. In a small school every senior leader has a long job description and is fully involved in all aspects of senior leadership. We work extremely closely and cohesively as a senior team and we share and contribute to all aspect of whole school improvement work. This post therefore offers ideal preparation for deputy headship and ultimately headship.

3. Job Description for the Assistant Head

Applicants need to refer to the person specification for this post. We have also published an example job description with the areas of responsibility of the current post holder. **However, specific responsibilities of the post will be determined by the experience, interests and strengths of the successful applicant and the skills of the current team.**

4. About the Stonehouse / Stroud area

With its dramatic Cotswolds landscape, unique arts and crafts heritage, fabulous festivals and independent shops, the Stroud District is possibly the least commercialised and unexplored area of the Cotswolds.

Stonehouse is a small town nestled at the foothills of the Cotswolds and is just 3 miles from Stroud. The award winning Farmers' Market in Stroud is weekly (Saturday) and is one of the best in the country. There is a full programme of music and theatre throughout the year making Stroud a hub of cultural events. Stroud has an inimitable mix of landscape and industrial heritage; the mills strung along the valleys and the town's landmark buildings inform the creative spirit of the town. Nearby Stratford Park offers a range of indoor and outdoor leisure facilities, a lakeside walk and the Museum in the Park. The town has a state of the art cinema and the Subscription Rooms host a variety of live events in a handsome late Regency building.

Just 4 miles to the west of Stonehouse is the M5 and provides easy access to Gloucester, Cheltenham and further afield to Bristol and Birmingham. A number of our staff travel up and down the M5 on a daily basis.

5. Application details

Contact for all enquiries:

Mrs Alison Hammonds, Business Manager

Tel: 01453 822469

Email: vacancies@maidenhill.gloucs.sch.uk

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Visits welcome: by arrangement through Alison Hammonds, Business Manager

Interview process:

Our decision to call candidates to interview will be informed by the completed application form, covering letter and references. We will then assess performance across a range of tasks and activities.

Students, staff and governors will be involved in the process at different stages and candidates will have the opportunity to gather information about the school and see the school at work.

Key Dates:

Closing date for applications: noon on Tuesday 20th March 2018

Longlisting with references being called: Thursday 22nd March

Review of references and calls to interview: Thursday 29th March

All shortlisted candidates will be invited to:

- Interview Day 1: Tuesday 17th April
- Interview Day 2 for those who are shortlisted: Wednesday 18th April

How to apply and where to send your completed form:

Please complete the Maidenhill School application form, available on the school website, and return the completed form with a covering letter (no more than 2 sides of A4, font size 12) to explain your philosophy of education, how you would add value to our school and how your skills and experience match the demands of the post. Please illustrate your impact as a leader and a teacher including outcomes linked to school improvement and academic performance (including details of the examination performance for the last two years of your GCSE students with comparative school data).

On your application form please include the names and full contact details, including email addresses and mobile telephone numbers of two referees who will be contacted after longlisting, but before the interview stage. One of your referees should be your current Head Teacher.

Please send your completed forms and accompanying documents by email to **vacancies@maidenhill.gloucs.sch.uk**. Should you be selected for an interview, you will hear from us before **Friday 30th March**

Maidenhill School 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 an enhanced DBS check.

Pam Wilson
March 2018

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