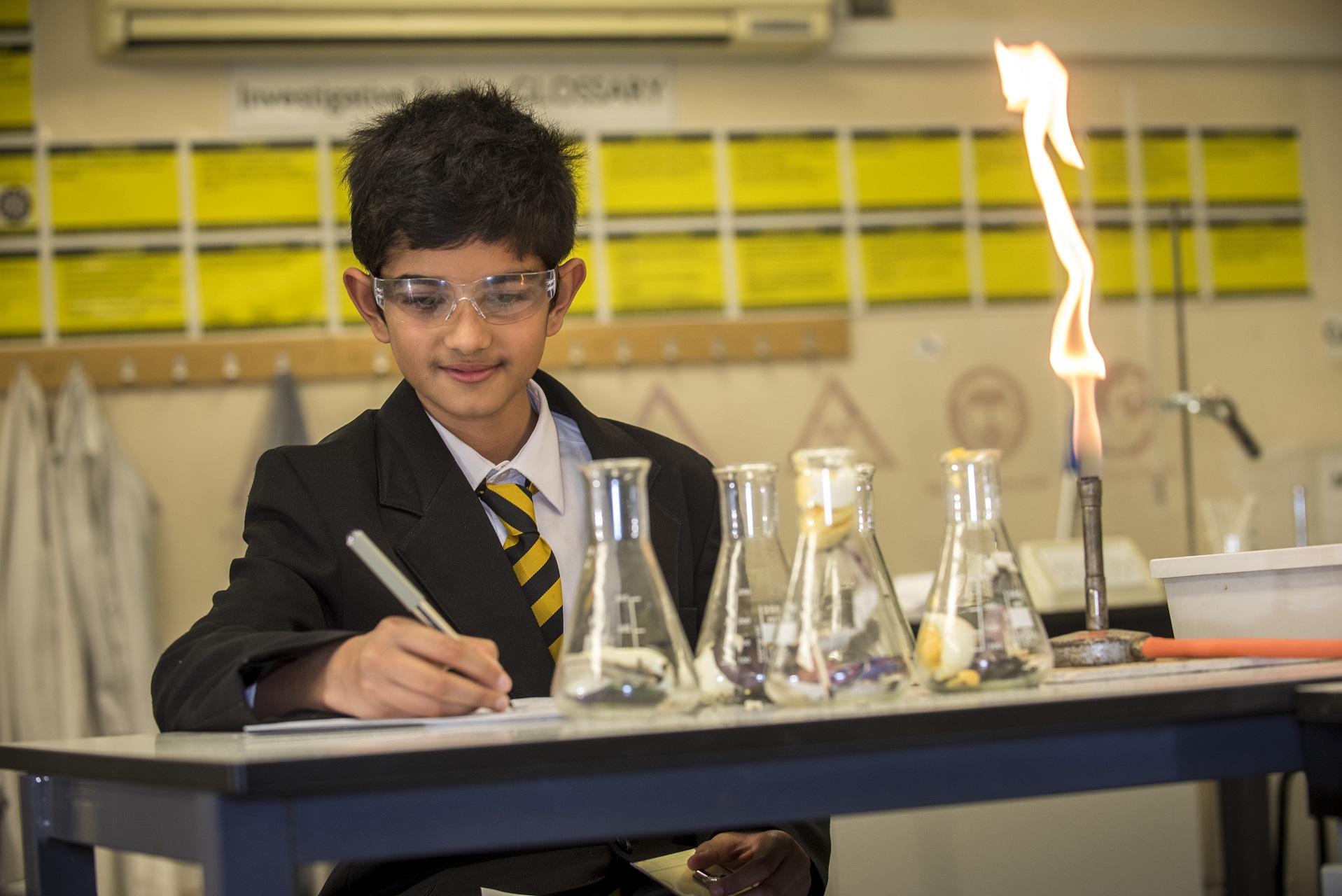


**NORLINGTON SCHOOL AND 6th FORM**



norlington.net

ASSISTANT PRINCIPAL - HEAD OF 6TH FORM RECRUITMENT PACK

JOB DESCRIPTON AND PERSON SPECIFICATION

WISDOM IS STRENGTH

**The Exceptional Education Trust**

**Norlington School and 6th Form**

The Exceptional Education Trust believes long term sustainable success happens when there is;

* Clear **purpose** to action built around the pursuit of excellence
* Appropriate **autonomy,** is delegated to school leaders in a framework of accountability and challenge
* A focus on developing, capturing and **mastering** skills and expertise is a core activity

Central to the ethos within the Trust is that ownership and accountability for success must rest at point of action. In every Academy within the Trust you will see school leaders as Educational Entrepreneurs – developing, modelling and delivering practice in their schools that can change the educational experience at a local, national and internally level as part of their continuing pursuit of excellence

The Exceptional Education Trust remains committed to ensuring each partner school within the Trust is;

* a local school with their own identity
* work with other schools within the trust to share best practice
* able to create economies of scale as part of the trust to ensure sustainable outstanding

performance.



**The Exceptional Education Trust Vision and Aims**

**Our Vision**

To be recognised as a world class leader in education, ensuring every child is ready to take up the challenges and realise the opportunities of the 21st century.

**Our Aims**

Our vision will be realised through the delivery of five key aims articulated as commitments to the local community:

1. **To develop outstanding leaders across the school**

We are committed to developing outstanding leaders through the establishment of a centre of excellence, ensuring all students have the skills required to develop into young men and women who are ready to take up the challenges and realise the opportunities of the 21st century and impact positively on every aspect of society, whether locally, nationally or internationally.

1. **To guide our students to achieve exceptional academic performance across all subjects**

We are committed to developing every student’s skills and knowledge, ensuring exceptional academic performance for all and enabling students to access the most ambitious career paths and gain access to the best universities nationally and internationally

1. **To provide an Outstanding Learning Experience for every student.**

We are committed to providing each student with a high quality personalised learning experience through exceptional teaching and an outstanding curriculum. ‘Every Child, All the Time’ drives our belief that every child is able to achieve the extraordinary relative to their own personal abilities.

‘Every Child, All the Time’ is an approach to student progress where every day, in every lesson, every student will be receiving the best possible learning experiences. It recognises the need to respond to students’ emotional needs as well as learning needs throughout their educational journey, appreciating that these needs are different for every child and can change at different stages of this journey.

1. **To ensure every student has access to high quality Enrichment activities**

We are committed to ensuring every student has access to exceptional enrichment experiences and activities including high quality coaching so they aspire to participate, compete and succeed at a local, national and international level.

1. **To be the School of Choice for the local community**

We are committed to providing a school that:

* meets the needs of every child.
* develops citizens committed to British Values of democracy, tolerance, respect and the rule of law.
* is a safe, happy and caring learning environment where students want to be.

**Continuous Professional Development**

At Norlington we have a dedicated Teaching & Learning development team. We value your professional development; this has been recognised by **Investors in People** who awarded us the **Gold Standard.**

As part of your Professional Development, Norlington is committed to ensuring you receive the best training available. Within the school 6-week cycle structure we adopt a **3, 2, 1** format for staff development, this consists of:

3 – Friday training sessions from 2.15-3.15pm on an alternate Friday.

2 – Department meetings where the training can be implemented and embedded

1 – Twilight session.

The sessions combine statutory requirements with bespoke sessions tailored to the needs of Norlington students as well as national and local trends. Training takes on a variety of formats and is focused on ‘Every Child All the Time Learning’ with students always experiencing good/outstanding teaching in order to achieve outstanding outcomes.

The creative design of the curriculum also manages energies within the school. On a Friday where there is not training, staff are free to use this time as best it suits them.

The school facilitates programmes that are recognised by the National College, these include the Improving Teacher Programme and the Outstanding Teacher Programme. The school has supported staff to complete the ‘National Professional Qualification in Senior Leadership’ (NPQSL) and the ‘National Qualification in Middle Leadership’ (NPQML) in partnership with the Institute of Education (IOE).

As well as offering opportunities to receive specialist external CPD we have developed our own Teaching & Learning packages which are now being shared with schools both locally and across the country. Where appropriate there are opportunities for staff to be involved in delivery of sessions and programmes.

All new staff, regardless of scale, receive an extensive induction progamme on arrival at Norlington. In addition, the school has a range of internal packages to promote the on-going support of staff. Where there is a specific need individual support programmes will be put in place.

**Key Benefits of working at Norlington School and**

**6th Form**

**Two week October half-term**

* The school is closed during the Autumn term break for two weeks for Teaching staff and Support staff working term-time only.

**Employee benefits P&MM**

P&MM is an employee benefit scheme which allows staff to access a range of discounts. Below are just a few examples:

* **High street discounts**

Up to 15% discount at many leading high street retailers, in store and online

* **Cashback deals**

Double savings on thousands of everyday offers and discounts

* **Cinema discounts**

Up to 40% discount on trips to the cinema. There’s even a discount on the popcorn!

* **Smartphone website**

Discounts accessible whilst shopping ‘on-the-move’ via the lifestyle mobile site

* **Corporate gym membership**

The best corporate rates at over 2,500 UK gyms and health clubs

* **Leisure discounts**

Up to 53% off family days out plus other great savings on dining out

* **Travel discounts**

Unique and unmatchable savings on travel due to the travel agency status ………and thousands more market leading offers.

**Childcare and Cycle to Work Vouchers**

The Trust offers Childcare vouchers up to £243 a month and Cycle vouchers as part of a salary sacrifice scheme. In summary you sacrifice an amount of your salary in exchange for vouchers (more details of how the scheme operates can be found in the staff Induction Booklet). This has a Tax and National Insurance deduction to you. More information on how to join the scheme and an online calculator can be found on the below link: <https://www.salary-plus.co.uk/Portal/Pages/Entry/Default.aspx>

**Key Worker looking for secure, suitably priced housing?**

Lettings Waltham Forest has launched a new service to provide decent and secure accommodation to Key Workers.

* Zero fees for tenants
* Priority access to quality accommodation
* Deposits secured in Deposit Protection Scheme
* For further information, please visit <http://lettingswalthamforest.co.uk>

**Employee Assistance Programme (EAP) from Workplace Options**

* Workplace Options provide staff with a range of services, all of which are free to all staff. Staff can contact Workplace Options on the telephone and online; and counselling is offered on the telephone or in a face-to-face setting, in locations close to your work or your home. Information can be provided over the phone and you will also be able to access information and support online. Please visit <http://www.workplaceoptions.co.uk/> for more information on this employee service.

**Pensions**

* Teaching staff – you are eligible to join the Teachers’ Pension scheme (please visit https://www.teacherspensions.co.uk/ for further information on the scheme).

**Fitness**

* There is an onsite Gym and staff are eligible to use this out of work time.

**Health & Safety**

* We aim to ensure a safe working environment for all. We monitor the implementation of our Health and Safety policy and provide training and guidance. The online Health & Safety courses that staff undertake are accredited.

**Smoke Free Working Environment**

* The school has a No Smoking policy.

**Eye Test**

* All staff are eligible to reimbursement of a yearly eye test along with up to £50 towards glasses used for the workplace.

**Midmorning Refreshments**

* 11am midmorning refreshments of Tea/Coffee and Toast are provided in the staffroom for all staff.

**Car Parking**

* £158 Parking Permit school assistance is payable to staff who are driving to work as this is a controlled parking area. For eligibility please ask HR.

**Assistant Principal – Head of 6th Form**

**Pay Scale: Leadership Scale L11 – L14**

**London Weighting: Outer**

Norlington School and 6th Form is a 11-16 boy’s school with a mixed 6th Form school. Over the past 7 years the school has transformed itself into one of the highest performing schools in the country and has been recognised by the Minister for State Schools on three separate occasions for student achievement.

Norlington was judged to be a 'good school' by Ofsted where;

* 'Students make excellent progress in Mathematics and Science.'
* 'Students behave well in lessons and around the school. They enjoy coming to school.'
* 'Leaders have a relentless drive for continuous improvement'

The school has an excellent CPD programme and is committed to developing all staff, as we continue our journey to becoming an ‘Outstanding’ school. This includes three staff training afternoons, two department meetings and one twilight training session every 6 weeks. Lessons finish for students at 1:30pm on a Friday.

The 6th Form opened in September 2015 and is focused on academic subjects. Currently supporting 50 students the 6th form is expected to increase in size over the next 2 years, although remaining relatively small.

We are seeking to appoint an exceptional practitioner who is innovative, motivated and enthusiastic and able to lead staff in delivering an outstanding 6th Form experience to our students. This is an exciting opportunity for someone ready to take on a senior leadership role who has the expertise and vision to develop a key post 16.

The successful applicant will become a full member of the Senior Leadership Team having further agreed whole school responsibilities. Successful applicants will be expected to teach and this will form a key element of the recruitment process.

**For September 2018 we require:**

* A leader with knowledge of all aspects of leading Post 16 education who is passionate and enthusiastic about creating the best opportunities for all students.
* An innovative, dynamic and creative person with excellent interpersonal skills.
* An excellent teacher commitment to sharing good practice across the whole of school.

Whether you are currently in a 6th Form leadership role or looking to make the next step-up in your career, this post is an excellent opportunity for someone to really make their mark and become part of our committed team at Norlington School and 6th Form.

**Posts will be subject to a Prohibition check for all roles involved with the management of pupils. Norlington School and 6th Form is committed to safeguarding and protecting the welfare of children and young people.  The successful candidate will be subject to an enhanced DBS Disclosure.**

A recruitment pack and application form is available on the TES jobs website, school’s website: [www.norlington.net](https://mail.lgflmail.org/owa/redir.aspx?C=5vqIPurw20C3Len4sUlfRLmxrsMZ8tBI8Gd7lJPId9706e98PKc7JjNRsyA7l_3_MRueYBnjRs8.&URL=https%3a%2f%2fmail.lgflmail.org%2fowa%2fredir.aspx%3fC%3d77822f570338416096d75f97b6385082%26URL%3dhttp%253a%252f%252fwww.norlington.net%252f) , Our school/Vacancies link. Please email completed application forms to [mmichael@norlington.school](mailto:mmichael@norlington.school)

**Closing date: Friday 23rd March 2018**

**JOB DESCRIPTION**

**Assistant Principal - Head of 6th Form**

The core purpose of the Assistant Principal of any school is to work with the Principal to provide professional leadership and management.

The specific areas lie within ensuring the job holder provides professional leadership and management for all staff in order to secure high quality teaching and learning, effective use of resources and monitoring and tracking information to improve achievement for all pupils.

### Responsible to: Principal

**Responsibilities:**

* Strategic development of the 6th Form, with the Principal
* Day to day running of the 6th Form
* Quality Assurance of 6th Form teaching
* A well-structured programme of education and pastoral development for 6th Form students
* Develop links with external stakeholders to inspire, enrich and offer the highest quality careers guidance ensuring readiness for work.

**Line Management Responsibilities:**

* 6th form Pastoral Staff
* Additional staff as directed by the Principal

**Main Tasks / Actions:**

To work with the Principal:

* To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
* To work within the school and the wider community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
* To demonstrate the vision and values in everyday work and practice
* To motivate and work with others to create a shared culture and positive climate that reflects the aims of the school
* To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
* To ensure that strategic planning takes account of the diversity, values and experiences of the school and the community at large.

**LEADING 6th Form**

**Main Tasks / Actions:**

To work with the Principal:

* To build a collaborative learning culture within the school and actively engage with other educational establishments to build effective learning communities  
  Working with other schools, colleges and universities to develop and improve opportunities for our students
* Ensure 6th Form students are ready for their next steps, including work
* Review and implement a rich extra curriculum and enrichment programme for all students
* To develop and maintain effective strategies and procedures for professional development
* To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
* To acknowledge the responsibilities and celebrate the achievements of individuals and teams
* To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
* To regularly review own practice, set personal targets and take responsibility for own personal development
* To safeguard self and staff from the dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives
* To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the aims of the school.

**MANAGING THE ORGANISATION**

To work with the Principal:

* To create an organisational structure which reflects the school’s aims and values, and enables the management systems, structures and processes to work effectively in line with legal requirements
* To produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities
* To ensure that policies and practices take account of national and local circumstances, policies and initiatives
* To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school
* To implement successful performance management processes with all staff
* To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum
* To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
* To use and integrate a range of technologies effectively and efficiently to manage the school.

**SECURING ACCOUNTABILITY**

**Main Tasks / Actions:**

To work with the Principal:

* To fulfil commitments arising from contractual accountability to the Governing Body.
* To develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
* To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
* To work with the Governing Body (providing information, objective advice and support) to enable it to meets is responsibilities
* To develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including the Governing Body, parents and carers
* To reflect on personal contribution to school achievements and to take account of feedback from others.

**STRENGTHENING COMMUNITY**

Given that we operate within a large school community the Principal and the Senior Leadership Team share the responsibility to strengthen the name of Norlington School and 6th Form within the wider community.

To work with the Principal:

* To build a school culture and curriculum that takes account of the richness and diversity of the school’s community
* To create and promote positive strategies for challenging prejudices and dealing with discriminatory behaviour
* To ensure learning experiences for pupils are linked into and integrated with the wider community
* To ensure a range of community based learning experiences
* To create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development
* To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
* To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
* To co-operate and work with relevant agencies to protect children.

**SPECIFIC RESPONSIBILITIES**

Initially responsibilities will include all or most of the following functions. However, it is possible that there may be some changes to this job description and those of the other senior leaders to ensure the best match between areas of responsibility and the skills and experiences: -

* Appropriate sections of School Evaluation Form
* Strategic Development of the 6th Form and contribute to the strategic development of the wider school
* Professional Development
* Quality Assurance of Subject Leadership

**LEADING PASTORAL**

* Ability to work in a way that promotes the safety and well-being of students within the school.

**NORLINGTON SCHOOL AND 6TH FORM**

**Post:** Assistant Principal - Head of 6th Form

**Responsible to:** Principal

**Responsible for:** Key Stage and Curriculum

**Hours worked: Full-time**

**Essential/Desirable/Test/ S = short listing criteria**

|  |  |
| --- | --- |
| **1 Education/Qualification/Knowledge**  1.1 Qualified to degree level **or** above | E (s) |
| **2 Experience**  2.1 Minimum 4 - 5 Years’ experience as a classroom practitioner | E (s) |
| 2.2 Experience of contributing to a high achieving department | E |
| 2.3 An excellent classroom practitioner with a proven track record of success in public examinations | E (s) |
| **3 Knowledge/Skills and Aptitude**  3.1 The ability to improve the quality of teaching and learning within the subject | E |
| 3.2 The ability to track and monitor student progress and set challenging targets | E |
| 3.3 Experience of coach/developing staff | D |
| 3.4 The ability to demonstrate resilience, motivation and commitment to raising targets | E |
| 3.5 A strong individual who can secure high standards of student behaviour across the department | E |
| 3.6 An effective team worker with some experience of leading staff | E (s) |
| 3.7 The ability to lead curriculum development | E (s) |
| 3.8 The ability to lead and support the team’s continuing professional development | E |
| 3.9 A highly organised individual who works efficiently and effectively to meet deadlines | E |
| 3.10 An analyst who can demonstrate how they have identified areas for improvement and an activist who can effect positive change | E |
| **4 Personal Attributes**  4.1 A liking for young people and a sense of fairness | E |
| 4.2 Good relationships with adults | E |
| 4.3 Desire to participate fully in school life | E |
| 4.4 Enthusiasm and positive outlook | D |
| 4.5 Smart Appearance | E |
| 4.6 Commitment to lifelong learning | E |
| 4.7 Good attendance/Punctuality | E |
| **5 Safeguarding**  5.1 A commitment to safeguarding and promoting welfare of children and young adults | E |
| **6 Equal Opportunities**  6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Norlington School and 6th Form | E |



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