



Woodrush High School

An Academy for Students Aged 11-18

Assistant Headteacher

Applicant information



Advertisement

Assistant Headteacher Student Behaviour and Welfare L11 to L15

We are seeking to appoint an Assistant Headteacher to build on the undoubted strengths of the school and who shares an unwavering commitment to every child receiving an outstanding education. You will support the Headteacher in leading this incredibly important area of the school with clarity and integrity, and have the rigour and passion to make our school a great place to learn by ensuring all our students are motivated, safe and achieving their full potential.

The Assistant Headteacher will lead on the management and development of student behaviour, inclusion, welfare and attendance.

Woodrush High School is an oversubscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. Our last three Ofsted inspections have been graded 'Outstanding' and we work extremely hard as a team to continually improve. We are a designated Teaching School and a National Support School committed to educational innovation. We are situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire only 5 minutes from Junction 3 of the M42.

Candidates are welcome to visit our school on either Tuesday 13th March 9 – 11am or Wednesday 14th March 2-3pm. To arrange a visit please contact the Headteachers PA whose details are below.

To find out more information on our school please download our application pack from our website, where details can also be found on how to apply. www.woodrushhigh.worcs.sch.uk

Alternatively please contact Mrs Robinson Headteacher's PA on 01564 823777 or email her at nrobinson@woodrushhigh.worcs.sch.uk to have a pack emailed or posted out to you.

Closing date for completed application is Monday 19th March. Interviews will be held on 22nd and 23rd March 2018.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Information for Job Applicants

Dear Applicant,

Thank you for your interest in the post of Assistant Headteacher at Woodrush High School.

Woodrush High School is an extremely popular and oversubscribed Academy. We have been judged as Outstanding in our last 3 Ofsted inspections, with the last inspection grading us as outstanding in all 4 categories; this is a standard that we are determined to maintain. Woodrush is also a Teaching School, a recognised National Support School and currently exploring opportunities to become a Multi-Academy Trust. We have a 'family' ethos that drives the development of strong professional relationships for all stakeholders within our organisation. Our students are enthusiastic, have a thirst for learning and range from 11 to 18 years of age.

We are justifiably proud of our position at the heart of a strong & supportive local community. We have a 'can do' attitude where we endeavour to systematically remove any barriers to learning ensuring all of our students make strong progress from their relative starting points.

We place great emphasis on all of our students achieving their full potential and achieving the qualifications that will enable them to successfully continue onto their next stages in education or employment. However our expectations go well beyond our strong academic performance. Students are encouraged to partake in a vast array of extra-curricular and enrichment activities, including countless opportunities for trips and visits locally and abroad. We also run a dedicated Aspire programme to support all students' personal development and welfare, ensuring that our students are fully equipped & skilled to meet the demands of the Twenty-first Century.

We are looking to recruit a highly talented and committed individual who shares our vision and values to help us ensure that Woodrush not only remains an outstanding school but continues to enhance its local, regional and National reputation. You will have a proven track record of delivering impact in the field of student behaviour and their welfare. You will show resilience, drive, tenacity and an ability to realise not only the school's ambitions but your own too. You will need to demonstrate a commitment to your own professional development and be able to instil this in others. This is a role where you must provide clear leadership, challenge and support to your colleagues and inspire them to replicate your own high level of achievements.

You will need to take responsibility for the strategic development of behaviour management and student welfare across the school.

I am committed to Woodrush's continual improvement and progress in every aspect and recognise that a vital part of this is securing staff of the highest calibre. In return we can promise to invest in your future providing first class professional development and potential career opportunities.

If you have the skills, drive and enthusiasm to complement our vision here at Woodrush then we would be happy to receive your application.



Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is an 'outstanding' mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a sixth form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham City boundary. It is a six form entry school and is heavily oversubscribed, with applications coming from parents of students residing in Birmingham, Worcestershire and Solihull. Applications for admission in 2017 totalled 396 for 180 available places. The school, which was opened in 1957, enjoys an excellent reputation locally and commands much loyalty from families who have lived in the area for some time. Woodrush was designated a Teaching School by the National College for Teaching and Leadership in 2014.

Our examination results at GCSE are significantly above national averages and our students have an excellent record for achieving employment and admission to higher and further education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. Woodrush has teams in many sports, including: rugby, football, netball, hockey, cricket, tennis, basketball, athletics, rounders and cross-country running. There are residential outdoor pursuit weeks, visits to France and Spain, skiing trips, residential field courses, and visits to theatres. There are drama and musical productions and a high participation rate in the Duke of Edinburgh Scheme.



Students follow a broad and balanced curriculum leading to a full range of qualifications. At KS4 students follow a flexible curriculum depending on needs and ability. At Sixth Form level the school offers a range of AS and A level courses alongside an increasing suite of vocational subjects such as BTEC's. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong, and offers considerable support to a number of students throughout the school. Students with physical disabilities are completely integrated within the curriculum of the school.

The accommodation of the school includes an assembly hall, kitchen and dining area, and two and three storey classroom blocks- much of which has undergone considerable refurbishment. There is specialist accommodation for Science, Technology, Art, Drama, Business Studies, and ICT, and more recently building programmes have provided high quality accommodation for Sports at the school and for community, Teaching School, Library, and Sixth Form area. Our sports facilities, including all weather floodlit artificial pitch, are open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11. We have an agreed Code of Conduct and students are expected to and do behave well. Parents are very supportive and the school has an excellent reputation for creating high standards achievement and behaviour. Our school uniform, which is traditional in design, with a blazer, is worn by all students up to Year 11 and is strictly enforced. Students are encouraged to achieve the highest possible standards of which they are capable.

Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline. We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful Outstanding school
- Being at a school which has a highly supportive NQT programme, verified externally by our NQT Induction Quality mark
- Our interactive and inspiring weekly CPD training sessions
- A fully supportive New Staff induction process
- The benefits of working within a Teaching school and the additional support it provides for their development
- The school's supportive network of colleagues
- A pastoral structure which supports both staff and pupils
- Excellent opportunities for further development
- On site gym with membership at reduced rates
- On site café and library



What does being part of a Teaching school mean for staff at Woodrush?

Within our Alliance, (of both Primary and Secondary schools) and situated in a brand new training building, we lead teacher training through various routes -Schools Direct and PGCE with the Universities of Birmingham, Worcester and Warwick. Training is based at Woodrush High School and/or our partner schools.



Alongside initial teacher training, we offer a wealth of CPD- aimed at teachers at all stages and levels of experience, which aims to support teachers to become outstanding practitioners who are highly effective and exceed the professional standards required.

In addition, our professional, friendly and experienced team are able to skilfully lead the Olevi programme (The Outstanding Teacher programme (OTP) and the Improving Teacher Programme (ITP)) as well as further professional qualifications, such as the NPQML and NPQSL, with outstanding training and enhanced by strong partnership links within our growing Alliance. We place strong emphasis on using Educational Research and cutting edge pedagogy to inform our training, ensuring it is creative, dynamic, effective and leads to exceptionally positive feedback.

We pride ourselves on spotting talent within our Woodrush team (and the Alliance) and nurturing staff potential, to ensure that every single person aims to achieve their best, and is supported to do so at any point in their career. We

have a team of SLEs in school and offer School to School support, which involves our SLEs, Senior team and Teaching staff who are able to effectively support staff within our own school or our Alliance/ partner schools.

Therefore, the experience of staff at the Woodrush High School is enriched by the many opportunities offered by the Teaching School (and the staff within the Alliance and partner schools.) Joining Woodrush enables you to have the opportunity to access the high quality training programmes from within the Teaching School CPD programme, and offers you the chance to take part in our in-house events, train or support teachers or lead CPD for other teachers from Woodrush, or wider afield. As our Teaching school continues to grow, so do the opportunities which our staff are offered and can benefit from.

Job Description

Assistant Headteacher

L11 to L15

Purpose of the Post:

To assist the Headteacher in leading and managing the school by:

Contributing to the vision and strategic direction of the school to ensure continuous school improvement

Contributing to formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:

- Maintaining a high profile around the school
- Being a role model for outstanding classroom practice
- Leading on delegated areas of responsibility
- Contribute to the safeguarding and promotion of the welfare, personal well-being and care of students with regard to safeguarding procedures
- The Assistant Headteacher will have an appropriate teaching commitment

Key accountabilities for this role

To be a member of the Senior Leadership team with a specific role to lead and manage student behaviour and welfare; ensuring well-being and positive behaviour of all students enables them to be successful in every aspect of their school life.

Senior Leadership responsibilities

- To support the Headteacher in developing and communicating a clear strategic vision to develop the academy successfully and to lead to improvement;
- To take responsibility for those elements of the school's self-evaluation and improvement plan that pertain to the brief for this role;
- To share in identifying whole school aims and objectives which have coherence and relevance to the needs of students and to the aims and objectives of the School;
- To work with colleagues to ensure the creation and implementation of the School Improvement Plan;
- To share in the effective and efficient management of the school on a daily basis and to maintain a high profile presence for staff and students in the academy and promote its ethos;
- To be a model of high professional standards in all aspects of academy life and to lead by example;
- Contribute to the preparation of all academy documentation, including Governors' report, and similar including review of the staff and student planners annually;
- Attend and report to Governors' meetings as required by the Headteacher;

Leadership of Student Behaviour and Welfare

- To provide strategic leadership across the school that sets high expectations and has a clear focus on excellent student behaviour, attendance and punctuality.
- To implement clear strategies for the continued improvement of attendance and behaviour for all educational groups across the school and evaluate progress towards targets through data analysis
- To line manage the Heads of Year to ensure the effective monitoring and evaluation of the removal of all the barriers to learning for all students.
- Lead in the development of consistent systems for monitoring student attendance, recognising good attendance and identifying individual students with attendance concerns, including persistent absence.
- Be responsible for the analysis and evaluation of attendance, punctuality and behaviour data to identify groups of students causing concerns
- Lead relevant colleagues, including Heads of Year and the School's Attendance Officer, to ensure that appropriate responses are being taken for individual students with attendance and / or behaviour concerns.
- Lead in all aspects of student welfare , collaborating with other colleagues, as appropriate
- To establish creative, responsive and effective approaches to student welfare across the school.
- Promote an aspirational ethos in the school for staff and students
- To lead, further develop and manage the school House and rewards system across the school

- Organise the annual series of Awards Ceremonies to recognise student achievement throughout the year.
- Lead on assemblies and coordination of the assembly rota, together with further developing celebration and achievement
- To lead on school policy, its development and implementation in your linked area of responsibility
- To be fully aware of the current legal requirements, national policies and local guidance on the safeguarding and promotion of the wellbeing of children and young people.
- Maintain standards of school uniform across the school
- Liaise with external agencies as appropriate
- Oversee the management of transition and admissions
- Oversee staff duties, time out and detention rota
- To lead on training and support of all staff within your linked area and ensure that new teachers have the induction and development they need to ensure they rapidly become effective members of the teaching workforce

Other such duties as the Headteacher may reasonably direct from time to time, including:

- Carry out a teaching commitment within the general framework of the school timetable. This will include, as far as possible, teaching the full age and ability range.
- Implement the governing body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs.
- Contribute to the gathering and collation of stakeholder views.
- Attend school events and functions, as well as appropriate meetings, with colleagues and parents/carers.
- Assist with the marketing of the school, organising key events as appropriate and acting as an ambassador for the school at high profile functions.
- To demonstrate a commitment to one's own professional development and engage in the opportunities provided by the school and teaching school alliance

Person Specification

Assistant Headteacher

Personal Qualities, Qualification and Experience		<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview Process</i>	<i>References</i>
QUALIFICATIONS AND TRAINING						
1	Honours degree or equivalent	✓		✓		
2	Qualified Teacher Status	✓		✓		
3	Relevant Higher degree or equivalent		✓	✓		
4	NPQSL or equivalent (or working towards)		✓	✓		
5	Evidence of Continuous Professional Development relating to school leadership and management	✓		✓		✓
PROFESSIONAL EXPERIENCE AND KNOWLEDGE						
1	Substantial, successful teaching experience	✓		✓	✓	✓
2	At least three years successful recent leadership and management experience likely to have been gained as a Middle Leader	✓		✓	✓	✓
3	Successful experience of raising standards for all with measurable impact	✓		✓	✓	✓
4	Proven track record of managing aspects of successful school self-evaluation and accountability and the school improvement process	✓		✓	✓	✓
5	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	✓		✓	✓	✓
6	Experience of working in collaboration and/or partnership with internal and external stakeholders		✓	✓	✓	
7	In-depth knowledge and understanding of the wider educational agenda including current national policies and education issues relating to behaviour and attendance	✓		✓	✓	
8	An understanding of effective strategic financial and resource management to achieve educational policies and ensure value for money		✓	✓	✓	
9	Successful experience of positive behaviour management and developing a pupil focused, inclusive and effective learning environment so that behaviour and attendance are at least good	✓		✓	✓	✓
10	In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures		✓	✓	✓	
11	High level of data literacy to be able to identify and implement appropriate and effective strategies to improve behaviour and attendance	✓		✓	✓	
PERSONAL QUALITIES						
1	Is committed to putting continuous improvement and pupil outcomes at the core aspects of leadership and management	✓		✓	✓	✓
2	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and ethos of the school	✓			✓	✓

3	<i>Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing</i>	✓		✓	✓	✓
4	<i>Is able to manage, inspire, encourage and empower staff</i>	✓			✓	✓
5	<i>Is able to manage the school efficiently and effectively on a day-by-day basis whilst maintaining a good work life balance</i>	✓			✓	✓
6	<i>Is an outstanding, reflective practitioner with high quality teaching skills and high expectations for all pupils</i>	✓		✓	✓	✓
7	<i>Willingness and commitment to work collaboratively with the leadership team, Governors and the school community to drive school improvement</i>	✓			✓	✓

How to apply:

If you would like to join our outstanding team and apply for this post, please complete the application form in full. Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teacher's number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

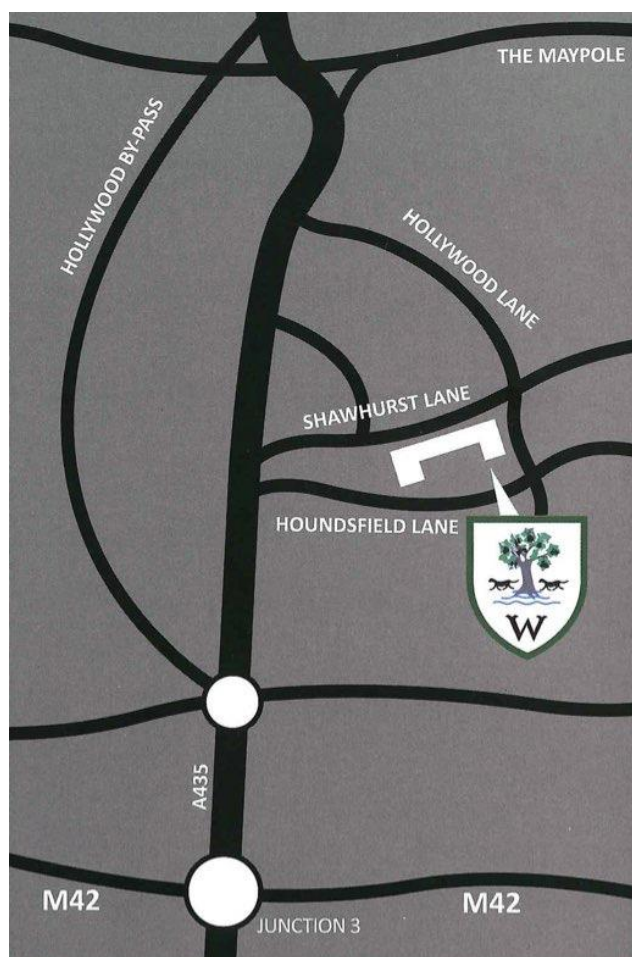
Woodrush High School

An Academy for Students Aged 11-18

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Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to Birmingham

At the next roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted