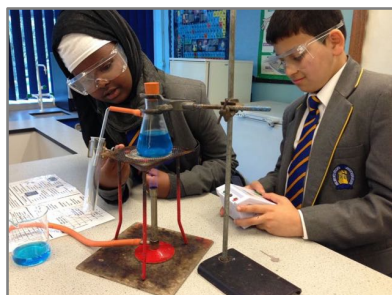




# Whitchurch High School Ysgol Uwchradd Yr Eglwys Newydd



## ASSISTANT HEADTEACHER KS3 – KS2 RECRUITMENT PACK (ONE of TWO)

### Information for Appointment 16<sup>th</sup> April 2018

**APPLICATION DETAILS (i) On-line: [eTEACH/TES/School website](#) or [Contact the school](#)**

Detail	Pack One (pdf)	Pack Two (pdf)	To apply
Flysheet	Page 1	Page 1	-
Covering letter	Pages 2 and 3	-	-
School context	Page 4	-	-
Exam results	Page 5	-	-
SiP 2017 to 2020	Page 6	-	-
Advert	-	Page 2	-
Job description	-	Pages 3 to 6	-
Person specification	-	Page 7	-
Application form	-	-	Separate word document
Equality monitoring form	-	-	Separate word document

**To apply: Complete separate documents**

1. Application Form (word) and 2 page letter (maximum) - No CV required
2. Equality Monitoring Form (word)

**Contact:** Mrs Kath Jones, PA to Headteacher

**Telephone:** 029 2062 9711 (Direct line and answerphone) **Email:** [jonesk@whitchurch.cardiff.sch.uk](mailto:jonesk@whitchurch.cardiff.sch.uk)



# Whitchurch High School - Ysgol Uchwradd Yr Eglwys Newydd

**Covering letter: AHT KS3 - KS2 appointment** (page 1 of 2)  
**For 16<sup>th</sup> April 2018 - Salary range Group 8 L14 to L18 (£54,250-£59,857)**



**Thank you for your interest** in the post of Assistant Headteacher KS3 - KS2. The vacancy has arisen due to the retirement of the previous Assistant Headteacher after twenty nine years distinguished service to the school.

**The successful applicant** will be one of five assistant headteachers at the school. Together the Headteacher and the three deputy headteachers form the Executive Leadership Team (ELT). The extended Senior Leadership Team (SLT) of fourteen consists of ELT, five assistant headteachers, the business manager and four seconded colleagues.

Our full SLT of fourteen is:

Headteacher	Vision and Values	Huw Jones-Williams
Deputy Headteacher	Learning, Teaching and Staff Development	Scott Britt
Deputy Headteacher	Qualifications, Curriculum and Timetabling	Nick John
Deputy Headteacher	Standards, School Improvement and Self-Evaluation	Andrew Hurley
<b>Assistant Headteacher</b>	<b>KS2 - KS3 Leader</b>	<b>Vacancy</b>
Assistant Headteacher	KS4 - KS5 Leader	Jonathan Davies
Assistant Headteacher	Additional Learning Needs	Paul Morgan
Assistant Headteacher	Skills, Curriculum and Learning Pathways	Sarah Bagshaw
Assistant Headteacher	Student Achievement	Ceri Garland
Business Manager	School Finances and non-teaching staff	Menna Lewis
SLT secondee (2017 to 2018)	Strategies for vulnerable learners	Claire Hollings
SLT secondee (2017 to 2019)	Learning and teaching	Claire Miles
SLT secondee (2017 to 2019)	Learning and teaching	Sharon Nesham
SLT secondee (2017 to 2019)	Learning and teaching	Lucie Ozturk

**APPLICATION FORMS ARE AVAILABLE ON-LINE (eTeach/TES/school website) OR please contact Mrs Kath Jones, PA to Headteacher [jonesk@whitchurch.cardiff.sch.uk](mailto:jonesk@whitchurch.cardiff.sch.uk) or 029 2062 9711.**

Please refer to the school's website for further information and to download the application and equality monitoring forms <http://www.whitchurchhs.com>

<b>Vacancy published:</b>	<b>Monday, 11<sup>th</sup> December 2017</b>
<b>Applications forms available:</b>	<b>eTeach/TES/School website <u>or</u> contact Mrs Kath Jones (details below)</b>
<b>Telephone/Email queries:</b>	Mrs Kath Jones, PA to Headteacher, <b>029 2062 9711</b> or <a href="mailto:jonesk@whitchurch.cardiff.sch.uk">jonesk@whitchurch.cardiff.sch.uk</a>
<b>Email completed applications to:</b> Or/and	<a href="mailto:jonesk@whitchurch.cardiff.sch.uk">jonesk@whitchurch.cardiff.sch.uk</a>
<b>Post applications to:</b>	Mrs Kath Jones (PA to HT), 'Confidential: Assistant Headteacher appointment', Whitchurch High School, Penlline Road, Whitchurch, Cardiff, CF14 2XJ
<b>Application deadline:</b>	<b>Midday, Thursday, 25<sup>th</sup> January, 2018 (to Mrs Kath Jones, PA to Headteacher)</b>
<b>Shortlisting:</b>	<b>Tuesday, 30<sup>th</sup> January 2018</b>
<b>Shortlisted candidates informed:</b>	<b>Friday, 2<sup>nd</sup> February 2018 (latest)</b>
<b>Optional tour opportunity for shortlisted candidates:</b>	<b>Wednesday, 7<sup>th</sup> February 1.30 to 3pm.</b>
<b>Interviews:</b>	<b>Thursday, 8<sup>th</sup> and Friday, 9<sup>th</sup> February 2018 at Whitchurch High School</b>



# Whitchurch High School - Ysgol Uchwradd Yr Eglwys Newydd

Covering letter: AHT KS3 - KS2 appointment (page 2 of 2)

For 16<sup>th</sup> April 2018 - Salary range Group 8 L14 to L18 (£54,250-£59,857)



Whitchurch High School became a Foundation Status School as of 1<sup>st</sup> September 2011 meaning the governors are (i) responsible for student admissions (ii) the employers of all staff and that (iii) the school buildings and land are placed in trust. The school continues to be a maintained Cardiff LEA comprehensive school.

The school was last inspected by Estyn in January 2016 and placed in Estyn monitoring whilst recognising that the school was on an upward improvement journey. Standards in most key performance indicators have risen significantly since 2015 and been sustained. Consequently, in November 2017 the school was removed from Estyn Monitoring as a result of *"feedback from the local authority, scrutiny of the all Wales core data sets and good progress in respect of the key issues for action."* Estyn. The Welsh Government's provisional 2017 to 2018 support category for the school is 'Yellow'.

We would welcome applications from leaders with energy and enthusiasm who will make significant contributions to further raising achievement and developing strong wellbeing approaches at the school. The successful candidate must have strong leadership skills and the ability to work effectively with a range of colleagues with differing responsibilities, parents and external agencies. This is an exciting opportunity to develop professionally in a number of areas, with student wellbeing, academic progress, transition and school management being central to the role. This role offers an ideal opportunity for further progression.

We require a professional passion and commitment to the highest standards and a personality that excites and enthuses others through support and challenge. You will be well supported by a team who are committed to seeing Whitchurch become a 'Green' support category school within two years.

If you know that you could make a real difference to Whitchurch High School because you have made a measurable impact in your current post then become part of our success story and apply for this role.

Please telephone Mr Nick John at the school if you have any questions or queries which may need answering before **Midday Thursday, 25<sup>th</sup> January 2018** (the application deadline) which could be crucial to your decision to apply. If you have any queries about the application process then please contact Mrs Kath Jones, PA to Headteacher, [jonesk@whitchurch.cardiff.sch.uk](mailto:jonesk@whitchurch.cardiff.sch.uk) or **029 2062 9711**.

Additional reference information to this recruitment pack can be found on the school website e.g. School Improvement Plan. We would also direct applicants to the Welsh Government 'My Local School' website which is updated each January for student outcomes from the previous summer.

<http://mylocalschool.wales.gov.uk>

Please download the application and equalities monitoring forms from eTeach/TES/school website or contact Mrs Kath Jones, PA to Headteacher. The closing date for application is midday, Thursday, 25<sup>th</sup> January 2018, but an early application would help with our administrative arrangements.

Your letter of application should address the issues relevant to this post of Assistant Headteacher KS3-KS2. It should provide clear evidence of how your experiences to date have equipped you to meet the person specification criteria of the post, and how you would contribute to ensuring that Whitchurch High School continues to commit to excellence. **Please restrict your letter to two pages (maximum) with minimum font size 12. Do not supply a CV.**

We are proud of our school; it is an inclusive, energetic and exciting place to be. Thank you for your consideration of this Assistant Headteacher post and we look forward to receiving your application if you decide that the role is right for you and that you can make a real difference.

**Mr Huw Jones-Williams and Mrs Joyce Slack (Chair of Governors) December 2017**



# Whitchurch High (Foundation) School - Context



**Whitchurch High (Foundation) School** is a popular co-educational maintained comprehensive school with almost 2,300 students on roll. Our intake is drawn from our seven primary partner schools based in northern Cardiff. These are Birchgrove, Coryton, Gabalfa, Hawthorn, Llanishen Fach, Rhiwbeina and Whitchurch Primary. The school is based on two sites in the suburb of Whitchurch. Years 7, 8 and 9 are based on the lower school site off Manor Way, with Years 10, 11, 12 and 13 students on the upper school site in the Village.

**As a Foundation School** granted in September 2011, the governors assume and discharge three enhanced responsibilities with the land and buildings secured in trust, being the direct employers of all staff and are the designated admissions authority for all students. The school receives the same level of formula funding as locally maintained secondary community schools. There are one hundred and thirty full time teaching and the equivalent number of non-teaching staff.

**As the Admissions Authority**, the governors directly manage all mainstream admissions, so parents and carers must directly apply to Whitchurch High School to secure a child's place. All applications for mainstream admissions must be completed using the Whitchurch High School (Foundation) School Form. For Year 7 entry in September 2018 the school is taking part in the City wide co-ordinated admissions pilot which allows on-line applications to be made.

**We are an inclusive school** and have the largest SEN Specialist Resource Base (SRB) in Cardiff located on both sites which admits up to seventy pupils from throughout the city. The LA separately administers all admissions for the SRB in partnership with the school. **We are a forward looking innovative school** in which well proven, traditional values are allied to the best of modern teaching methods, including the extensive use of ICT. We aim to provide the very best learning environment and opportunities, inside and outside of the classroom, and are grateful to all those businesses who link with us to allow each individual student to thrive and succeed.

**Our sixth form** is one of the largest school sixth forms in the UK with nearly 400 students studying a range of courses and outcomes showing very high value added. Our students regularly go on to secure places at first class universities, including Oxbridge and Russell Group. **We are able to offer wide range of courses** for students of all levels of abilities, including the More Able and Talented and those with Special Educational Needs. Excellent examination results ensure that a very high proportion of our students move on to University. All students from Year 10 onwards follow the Welsh Baccalaureate (Skills Challenge) as part of the school's commitment to the Welsh Government's flagship qualification. This reinforces the school's mission statement of "Learning for Life in a successful, inclusive and caring community."

**Staff are dedicated** to helping each child achieve his or her potential and to this end we work closely in partnership with parents. The needs of each individual student are reviewed at regular intervals throughout their time with us. One of our fundamental aims is to develop responsible students who possess the qualities and skills which equip them for further study or employment. We celebrate personal successes at every opportunity.

**We value our Welsh heritage** and that our school is located in the Capital City of Wales. We wish our students to become global citizens and active participants in the worldwide community and provide many formal and informal opportunities to be so. We need to ever strengthen our global links to learn from and celebrate with each other, wherever we live. **We enjoy strong international relationships** such as with our friends from Norway where every year we welcome exchange students who spend the year with us. In recent years, we have widened our circle beyond our European connections and linked with Macassar High School in Cape Town, South Africa and their wider community. The school was honoured to have been recognised as a flagship link school for the 2012 London Olympics and being one of the few schools invited to participate in the 2014 NATO Summit.

**Individuals are encouraged to think** about their role in society and to consider the needs of others. Charity work and community involvement therefore feature strongly, motivating our students to become responsible citizens of the twenty first century. We have a strong effective student council, which is fully involved in the running of the school.

**We are very proud of Whitchurch High School's outstanding reputation.**

## WHS Summary Exams Results

A level	2017	2016	2015	2014	2013	2012	2011		2017		2016	2015	2014	2013	2012	2011
A*	8.1%	10.1%	9.5%	9.5%	8.0%	7.5%	10.6%	A	19.5%		18.0%	26.2%	27.7%	26.0%	17.5%	16.5%
A	18.5%	21.1%	23.1%	22.6%	19.0%	20.9%	16.3%									
A*A	26.6%	31.2%	32.6%	32.1%	27.0%	28.4%	26.9%									
B	22.5%	28.5%	28.5%	28.2%	27.0%	25.5%	27.3%	B	22.4%		19.5%	24.8%	25.1%	21.0%	19.7%	20.5%
C	22.4%	22.1%	22.7%	23.6%	23.0%	24.3%	21.5%	C	19.9%		21.3%	20.8%	21.1%	21.0%	20.7%	19.8%
A*B	52.1%	59.7%	61.1%	60.3%	54.0%	54.0%	54.2%	AB	41.9%		37.5%	51.0%	52.8%	47.0%	37.2%	37.0%
A*C	74.5%	81.6%	83.8%	83.9%	77.0%	78.2%	75.7%	AC	61.8%		58.8%	71.7%	73.9%	68.0%	58.0%	56.8%
+ A*E	98.9%	98.8%	99.5%	98.5%	97.6%	98.9%	97.2%	AE	91.6%		87.9%	93.7%	94.8%	92.0%	91.0%	88.1%
WBQ - WBQ/Skills challenge	97.4%/100%	98.6%	99.5%	88.0%	87.0%	86.0%	76.0%									
GCSE - ALL	2017	2016	2015	2014	2013	2012	2011	THESE FIGURES ARE FOR ALL STUDENTS								
+ Core Subject Indicator	69.3%	68.9%	72.3%	57.3%	57.3%	56.9%	54.4%	CAVEAT: Significant specification and KPI changes for 2017								
+ 5A*C including E and M	69.3%	69.1%	72.9%	59.6%	59.6%	56.3%	55.0%	do not allow for direct comparisons with previous years prior to 2017								
+ 5A*C	81.6%	81.9%	85.4%	67.3%	66.2%	72.1%	69.1%	2017 GCSE ALL ENTRIES 339 students - 342 students placed								
+ 5A*G	97.8%	95.4%	95.1%	94.7%	93.6%	91.3%	92.1%	(370 in 2016 - 350 in 2015 - 343 in 2014 - 363 in 2013)								
5A*A (New 2014)	29.5%	20.3%	25.4%	22.6%	-	-	-	(370 in 2016 - 350 in 2015 - 343 in 2014 - 363 in 2013)								
+ Average Capped Points	383 pts	349.0 pts	358.1 pts	337.6 pts	329.0 pts	328.9 pts	319.4 pts	These figures are not disaggregated for SRB students								
No qualification	0.0%	0.0%	0.6% (2)	1.5% (5)	1.0% (4)	0.6% (2)	2.0% (7)									
Entered for 1 qualification	99.1%	100.0%	96.9%	99.1%	96.5%	97.0%	96.1%	+ These figures are referenced to 'My Local School Website'								
GCSE - MAINSTREAM	2017	2016	2015	2014	2013	2012	2011	THESE FIGURES ARE FOR MAINSTREAM ONLY								
5A*C	82.3%	83.9%	86.5%	67.2%	68.9%	72.2%	71.7%	CAVEAT: Significant specification and KPI changes for 2017								
Level 2 EM 5A*C	69.6%	71.1%	74.4%	60.8%	61.3%	57.9%	56.9%	do not allow for direct comparisons with previous years prior to 2017								
5A*G	98.6%	98.1%	97.1%	96.4%	96.0%	94.7%	94.2%	GCSE MAINSTREAM 336 (339 PLASC) students in 2017 excluding 3 SRB students								
No qualification	2.4%	0.0%	0.3% (1)	1.5% (5)	1.0% (4)	0.6% (2)	2.0% (7)	360 mainstream students in 2016 excluding 10 SRB students								
Entered for 1 qualification	100.0%	100.0%	99.7%	99.1%	98.9%	99.4%	98.0%	360 mainstream students in 2016 excluding 10 SRB students								
English Language	77.6%	72.8%	73.2%	66.9%	64.8%	68.5%	66.6%	340 mainstream students in 2015 excluding 10 SRB students								
English Literature		73.9%	78.2%	60.8%	66.0%	70.2%	69.1%	332 mainstream students in 2014 excluding 11 SRB students								
Maths		76.5%	80.0%	69.6%	69.1%	67.2%	64.5%	354 mainstream students in 2013 excluding 9 SRB students								
Science	96.8%	94.4%	93.2%	74.7%	70.5%	75.0%	75.3%									
WBQ - WBQ/Skills challenge	63.2%/81.0%	70.0%	74.0%	64.0%	44.0%	65.0%	Started	Note the specification for WBQ significantly changed in 2017								
Attendance and Exclusions	2017	2016	2015	2014	2013	2012	2011	All results are provisional until verification - UPDATED V4 - 040917								
+ Attendance	95.3%	95.1%	94.9%	94.6%	93.3%	92.2%	91.4%									
Permanent Exclusions	0	0	0	0	0	2	2	For Verified Results see WELSH GOVERNMENT WEBSITE								
Fixed Term Exclusions	72	36	42	43	116	206	131	Published January 2018 onwards <a href="http://www.mylocalschool.wales.gov.uk">www.mylocalschool.wales.gov.uk</a>								





# Whitchurch High School - School Improvement Plan 2017 to 2020 (overview)



<u>Values:</u> We aim to be a school that...	Fosters a love of learning, hard work and resilience.	Develops high quality skills, leading to all students achieving their best.	Is inclusive, caring and collaborative, developing personal wellbeing.	Values respect for others and the community.	
<u>Outcomes:</u> We want our students to...	Develop a love of learning and the confidence to think independently.	Achieve their academic and personal potential. The skills to succeed in life.	Have a sense of belonging, develop strong friendships and happy memories and to grow in all aspects of their character.	Become community focused citizens.	
<u>Priorities</u> 3 year priorities	Ensure <b>effective and consistently delivered learning and teaching experiences</b> to secure strong progress for all students in developing skills and achieving strong outcomes.		Nurture and celebrate <b>care, respect, belief, resilience and independence.</b>		
	Develop <b>effective and efficient assessment</b> that supports students’ progress in developing skills and achieving strong outcomes.		Develop strong <b>communication, partnership and consultation</b> with and between staff, students and parents.		
	Develop <b>strong behaviour for learning</b> to enable all students to make strong progress in developing skills and achieving strong outcomes.				
3 year priorities	Effective and consistently delivered learning and teaching experiences.	Effective and efficient assessment.	Care, respect, belief, resilience and independence.	Strong behaviour for learning.	Communication, partnership and consultation.
Links to Estyn Recommendations (R1-R4) and to Priorities for 2016/2017 (P1-P5)	(R1/P1) Raising standards at key stages 3, 4 and 5, including for specific groups of learners.				
	(R2/P2) Developing the quality of learning and teaching, and assessment.				
	(R3/P3) Strengthening self-evaluation and quality assurance activities to improve standards.				
	(R4/P4) Ensuring that the Welsh language has a higher profile allowing students to have greater opportunities to develop their skills.				
			(P5) Strengthening communications with all stakeholders, particularly with parents.		