



SARACENS
HIGH SCHOOL

Head of Department



What are we looking for?

Saracens High School will be opening in September 2018. Saracens Multi-Academy Trust (MAT) is looking for a group of truly exceptional teachers with the drive and ambition to take forward its vision to create an outstanding new secondary school in Grahame Park, Barnet.

Our ethos will embrace feelings of trust, knowledge, reciprocity and shared behavioural norms that will create in our school a quality of life for staff and pupils that will be both enjoyable and productive. Our connection with each other will create a sense of place, promote friendships, encourage and make possible special moments, experiences and outstanding memories.

Saracens High School will be a place where people will return with great eagerness, into an atmosphere of acceptance and belonging that brings out the very best in people, motivating them to give their very best efforts in the classroom, in their activities and on the sports field.

By creating high levels of trust within our school we will produce a climate of psychological safety and honesty, allowing people to develop without fear of criticism and to give all of themselves to the academic, community and social goals.

Saracens High School will be different. It will take a modern and pioneering approach to individual character development through every aspect of school life.

Our Heads of Department must embody this vision and enable all pupils in all aspects of learning and life to be, "the best that they can be". To do this well, we are looking for people who, as teachers, will recognise and enhance the individual abilities of each child. Our teachers will place equal emphasis on learning with coaching confidence, self-esteem and teamwork so that pupils of the school can achieve the outcomes they aspire to.

Purpose of Role

Heads of Department at Saracens High School will provide the professional leadership and management of the school by:

- Recognising and enhancing the individual abilities of each child.
- Ensuring that all members of the school community are treated and behave with mutual respect, encouraging positive behaviour and a desire to work hard for the benefit of the community and themselves.
- Based on the principle of "Coaching 4 Success" ensuring that teaching styles reflect an unquestionable commitment to success for all.
- In conjunction with Saracens MAT developing and implementing a unique curriculum to meet the needs of the learner.
- Nurturing staff and pupils as team players.
- Fulfilling a commitment to Safeguarding and promoting the welfare of children in accordance with the Trust's policies and statutory guidance.
- Ensuring successful implementation of the Trust's and governors' policies to support the achievement of the Trust's aims.

At Saracens Rugby Club, our success is underpinned by our core values. In Saracens Multi-Academy Trust our work in the classroom and our enrichment activities will be based on the same values:

Discipline: our school will be an orderly, safe and joyful place where our pupils will be guided in their behaviour by fair and sensible principles.

Work rate: our school will be a place where the staff and children work incredibly hard to fulfil the potential of each individual and to maintain a relentless effort for improvement.

Humility: our teaching styles will reflect the culture of success and commitment to character development with achievement celebrated as warmly as attainment.

Honesty: we will insist on an honest appraisal of the efforts and attitude of pupils in all areas of their education.

Dear Candidate

Thank you for your interest in joining us at **Saracens High School** in what will be a unique opportunity in education. We are creating a learning community, in an area of high deprivation, which will change lives by raising the aspirations of pupils so they can fulfil their potential.



Our focus on personal and academic achievement is derived from our link with Saracens Rugby Club which is a values-driven organisation with a proven track record of excellence in all that it does. Our shared values of discipline, hard work, honesty, and humility will underpin everything we do.

Our work, supported by some outstanding organisations, will bring a commitment and drive to the Grahame Park area of Barnet, improving outcomes and stirring the aspirations and ambitions of young people and their families. We will provide an education that will build character and resilience, as well as academic excellence. The Goldstar Federation Primary Schools (Goldbeaters and The Orion), Watford Grammar School for Boys, Middlesex University, and the Saracens Sport Foundation are already providing exceptional support, which will extend to opportunities for collaborative work and training when we open in September 2018.

We are looking for inspiring and caring colleagues to join us at the outset of the school's development, as we welcome our first Year 7 cohort. To realise our vision, we are recruiting outstanding classroom practitioners, who can motivate and stretch pupils of all abilities. You will need an infectious enthusiasm that promotes a genuine passion for your subject, and a desire to change the lives of young people by developing outstanding opportunities. Character education will permeate all areas of our curriculum and daily interactions with our young people. We will recognise and embrace our role in nurturing the whole person, while at the same time achieving outstanding academic progress.

There will be wide ranging responsibilities with this role, including embedding the values and vision of the school, shaping the curriculum in your subject area, delivering outstanding and inspiring lessons, and leading new colleagues as we grow year on year. You will play a key role as the school develops, facilitating your subject and assisting the leadership team and trustees in fulfilling our vision.

Your leadership abilities will be crucial in our development. We will be ambitious and demanding of each other, while being caring and supportive. Leaders will display humility in successes, and take responsibility when things don't go as planned, viewing any setbacks as learning opportunities. We are committed to developing a learning culture for everyone. However experienced you are, we will work together to improve further and prepare you well for the next step in your career. As a growing school, there will be further leadership opportunities each year, including an Assistant Headteacher position to be advertised internally during the first term.

I would welcome informal conversations with any potential applicants, and I look forward to meeting you during the interview process.

Yours sincerely,

Dr Matthew Stevens

Principal

What do we offer?

Your working context

- The opportunity to start a department with a blank canvas
- A brand new building
- Attractive, well-resourced educational environment throughout
- The chance to build your own complete team of teachers

The educational environment

- A school opening with 150 Year 7 pupils which will grow each year
- A school that will support character development
- Free school curriculum freedoms and flexibilities
- Opportunities for innovation – carrying out research, trying new ideas and working with others across the Trust and beyond
- Partnerships with Saracens Sport Foundation, Middlesex University and local primary schools

For you personally

- Personal portfolio to support and develop your career in and beyond the school
- A supportive Trust and Local Governing Body
- The opportunity to influence the future growth and development of both the school and the Trust
- The opportunity to develop your own passions and expertise

What do we want from you?

We are seeking a team of great leaders to turn the Trust vision into the reality of an exceptional local high school.

We expect you to:

- Have a proven track record of raising attainment
- Embrace the notion of being part of the Trust
- Have a clear vision for the school and a strong drive for success for the pupils
- Be an outstanding classroom practitioner and have a passionate commitment to high quality learning and teaching
- Believe that all children can succeed both socially and academically
- Have new ideas and fresh perspectives on raising the aspirations of children and families within the local community
- Be committed to securing excellent professional development for all staff
- Have the skills to engage parents and the community in the development and activities of the school
- Have experience of innovative approaches to the curriculum, teaching, learning and assessment



JOB DESCRIPTION

Position: Head of Department
Reporting to: Principal

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The main purpose of this role is to ensure high standards of achievement in the subject and to lead teaching and learning within the curriculum so that pupils make appropriate progress and enjoy their learning.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they make expected levels of progress.

Your key accountabilities as Head of Department are to:

- Lead and manage all teaching and learning in the subject area with the aim of ensuring that standards of attainment meet the school's high expectations
- Monitor the work of the department holding all members of the team to account on their roles and responsibilities
- Organise departmental meetings to discuss the implementation of departmental policy
- Prepare the departmental development plans to reflect departmental priorities
- Analyse data on pupil progress, achievement and attainment in line with school policy and practice
- Lead curriculum development within the subject and act as a source of advice, guidance and authority on the subject within the school
- Establish and maintain a climate within the subject which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all
- Devise and implement schemes of work for all subject courses in each Key Stage, ensuring that these support good learning and good pupil progress
- Manage informal and formal assessment within the subject, implementing school assessment policies and leading the use of assessment information to enable teachers to set appropriate progress targets and review and evaluate pupil progress
- Contribute to the selection for appointment and professional development of teachers and support staff including the induction and assessment of new and newly qualified teachers to work in the department
- Through excellent practice, well developed teaching skills and curriculum knowledge, provide coaching and mentoring support for colleagues in the subject area
- Manage the budget allocation for the subject area, ensuring that resources are deployed to support pupil progress

- Ensure that each external examination syllabus is appropriate, and that the specification(s) are known and understood by all staff teaching the course and to liaise with the exams officer as necessary
- To arrange long-term cover in the absence of a team member

Teaching and Learning

- Plan and deliver lessons in accordance with the school policy on teaching and learning, department schemes of work
- Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery
- Work in collaboration with Teaching Assistants, and with other adults who may attend lessons to support pupils
- Know, and take account of, pupils' prior levels of attainment and use them to plan lessons and set targets for future improvements
- Set work for pupils absent from school for health and disciplinary reasons
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere
- Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code

Assessment, Recording and Reporting

- Maintain notes and plans of lessons undertaken, and records of pupils' work
- Mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate
- Complete pupil reports and progress grades in line with policy and as specified in the published calendar

- Attend the appropriate parents' evenings to keep parents informed about the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for pupils

Pastoral Responsibility

- Undertake responsibility for a group of pupils as required
- Be the first point of contact for parents of pupils in the group, liaising with other staff as appropriate
- Communicate regularly with the Head of Year about any issues or concerns about individual pupils or the tutor group as a whole
- Monitor (and set targets for) the social and academic progress of individuals in the tutor group and be prepared to discuss these with parents
- Be prepared to deliver the tutorial programme registration as required by the school
- Promote good attendance and monitor this in accordance with the school's attendance policy, ensuring that the school's attendance administrator receives information promptly and accurately
- Attend assemblies with the pupils and encourage them to take an active role in presenting assemblies

Professional Standards

- Make the education of pupils the first concern and be accountable for achieving the highest possible standards of work and conduct
- Support the aim of the school and endeavour to promote our development as a learning community
- Treat all members of the community, colleagues and pupils, with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings and options evenings (as appropriate to their responsibilities)
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc.

- Take responsibility for their own professional development and participate in staff training when provided and seeking out other opportunities
- Reflect on their own practice as well as the practice of the school with the aim of improving all that we do
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the Staff Handbook, subject area/year group documentation, etc.
- Participate in the management of the school by attending various meetings according to the schedule
- Participate in school and department evaluation and programme for monitoring teaching and learning
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the Principal
- Be proactive and take responsibility for matters relating to Health and Safety

Academy Duties

- To undertake duties before school, and during breaks on a rota basis
- To set cover work when on leave of absence
- To play a full part in the life of the school community, supporting our ethos and encouraging staff and pupils to follow this example

Line Management

- To line manage the team including recruitment; induction; training and development; 1-1 meetings; performance review meetings; absence management; performance and conduct – liaising with HR where required
- To communicate relevant school procedures to the team and ensure that they are adhered to

The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.



PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Education to degree or equivalent level + QTS • Evidence of continuing and recent professional development relevant to middle leadership • Demonstrable commitment to own professional development • Advanced knowledge of National Curriculum and reformed GCSE requirements • ICT skills that reflect the impact of technology on modern classrooms 	<ul style="list-style-type: none"> • A higher degree in a relevant discipline • Experience of leading a department with successful outcomes in attainment and pupil progress • Completion of Middle Leadership training or other leadership qualification
Teaching	<ul style="list-style-type: none"> • Outstanding teacher with evidence of successful teaching in a secondary school • Good knowledge and understanding of the range of complex needs experienced by young people • Ability to use educational data and strategic information to raise student attainment • ICT competency • Knowledge and understanding of safeguarding issues 	
Leadership & Management	<ul style="list-style-type: none"> • Ability to set clear expectations, to demand high standards and to hold others to account • Positive attitude towards change; innovative and self-reflective • The ability to plan and prioritise, to complete tasks efficiently on time and to work with detail • The ability to motivate and enthuse colleagues • Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> • Experience of leading, managing and developing a team • Experience of writing reports • Experience of delivering presentations and training colleagues

cont.

	Essential	Desirable
Leadership & Management cont.	<ul style="list-style-type: none"> • Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively • Experience of negotiating and influencing others • Experience of building and maintaining effective relationships • Ability to chair meetings effectively and delegate • Resilient when faced with complex situations 	
Relevant Experience	<ul style="list-style-type: none"> • Recent experience in a comprehensive school 	<ul style="list-style-type: none"> • Recent experience of middle leadership • Successful experience of leading a significant 'new initiative'
Additional Requirements	<ul style="list-style-type: none"> • Commitment to continuous improvement • Commitment to meeting the needs of all students • Sense of humour, presence, drive, passion and flexibility • Ability and willingness to work flexibly to meet school needs • Able to work independently and as part of a team • Approachable and sensitive to the needs of others • Openness and willingness to address and discuss relevant issues 	<ul style="list-style-type: none"> • Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the school • Willingness to contribute to events and activities for members of the wider community

Saracens Multi-Academy Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

HOW TO APPLY

Complete the application form on the TES website. Your supporting statement must include references to the job description and person specification. In addition, please explain why you are the right person for the role, specifically in relation to Saracens High School.

We encourage early applications, and reserve the right to close this vacancy at any time should the right candidate be found.

If you have any questions or would like a general conversation about the role, please contact Susan Poole, Project Manager, in the first instance, on 0203 675 7212 or email vacancies@thesaracenshighschool.co.uk.

The closing date is 10am, Monday 22nd January 2018.

The assessment and selection process will take place on either Monday 29th January or Monday 5th February 2018.



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www.thesaracenshighschool.co.uk



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