



Sandringham School, St. Albans

Appointment of Assistant Headteacher

September 2018

Information for candidates





Assistant Headteacher: Appointment September 2018 (L12 – L16) **Information for candidates**

We seek to appoint at least one, probably two Assistant Headteachers to the senior team from September 2018. This is a significant opportunity for someone who is ambitious and keen to work in a high-performing co-educational comprehensive school such as Sandringham.

Introduction

This document, which includes a person specification and outline job description, will give you an idea of the vacancies and their strategic nature in shaping the future development of Sandringham School. We wish to appoint people of the highest calibre who are looking to support school improvement at a senior level and develop their skills in preparation for future progress to deputy headteacher and then headteacher. The person(s) appointed will be expected to contribute to the strategic development of the school and lead or support the leadership of on e-learning, standards and performance, teaching and learning across the school, CPD or pastoral care. All members of the leadership team work individually and collectively on projects, and participate fully in all strategic decision making at a whole-school level.

The school

Sandringham is a highly popular and oversubscribed school with an excellent reputation both locally and nationally. Over the past years we have been graded **Outstanding** by Ofsted at every visit to the school. We have been in the 100 top performing non-selective state schools in England for the past 5 years, and were one of the first to gain 'World Class Schools Quality Mark' status in 2014.

Each year our examination results demonstrate high performance at all levels. In 2017 at GCSE, 86% of students achieved Level 4 + (English and Maths) and 76% Level 5 + (English and Maths). At A level 70% of all grades were A*, A or B with an average points score per entry of 39.2. Our Progress 8 score was +0.84 and Level 3 value added score will be high once again. Saying this, there is still plenty of room for improvement and we are working hard to continue to raise standards wherever possible.

We support all areas of the curriculum and, in addition, have a strong focus on **STEM** subjects and the **Arts**. We also hold **International School** status and encourage work on an international basis. The school heavily promotes talent development, and has a powerful **high-starters** programme to stretch and challenge many students. One of our latest developments is to have been awarded **Research Schools Status** from September 2017. Sandringham co-ordinates the **Alban Federation** which is a School Centered Initial Teacher Training Provider, training a number of graduates each year to become teachers. For our NQTs we offer a paid position from July with attendance on our comprehensive induction and an initial fixed term contract. We are also a National Teaching School and run the **Alban Teaching School Alliance** with Sir John Lawes School in Harpenden, offering significant CPD opportunities for staff across a large number of schools. As a **National Support School** we work with schools in challenging circumstances. All our teaching staff are provided with a laptop and iPad and as our own admitting authority our admissions criteria now includes a children of staff rule.

We deliver a blended learning environment with every student able to use their own tablet device in the classroom. Staff are fully trained in the use of devices in order to enhance learning. One of our most important and well-established networks is the **BeauSandVer Education Trust** that provides high-quality post-16 education across Beaumont, Sandringham and Verulam Schools. Between the three schools there are over 800 students studying level 3 courses and the majority then progress on to university at the end of the Sixth Form. We work closely together as a

partnership to ensure equal opportunity for all post-16 students.

The school is seven form entry with 1350 students including over 330 in the Sixth Form, however we are taking an additional form entry for two years to support the increased demographic trend in the area.

We take every opportunity to develop the campus and are proud of the resources and facilities available to young people at Sandringham and have invested over £8m in recent developments. Some of the developments undertaken are: Art and music suite (2016) • Maths, Science and Computing block (2015) • Sports Centre (2014) • Sixth form extension (2012) • SandPit Theatre • Refurbished Science laboratories • Dance studio • Refurbished indoor swimming pool • Disabled access • Staff learning area • Interactive whiteboards and full wi-fi network.

Academy status

The school converted to academy status on 1st April 2011 under the scheme for converting Outstanding Schools. We have been delighted with the move which will allow us greater financial freedom and security, as well as giving us the opportunity to continue to push the boundaries of excellence. We are very community minded and will use the status to strengthen our partnership further. The school is in the process of converting to a Multi-Academy Trust and will lead a partnership of schools in the near future.

Teaching and learning

The current agenda and aspirations for the school are just as challenging and motivating as ever. We continue to develop our curriculum to meet the needs of the learners and to improve the skills of our staff to deliver this curriculum. To support this work the whole school community is committed to improving teaching strategies and understanding better how students learn. We know that effective learning cannot be left to chance; we have to refine and change our approaches if we want to make real and lasting improvements. Sandringham places a strong emphasis on research and have been working with the Education Endowment Foundation to find ways of improving how teachers can link with other professionals to find better ways of delivering learning.

Developing and training Directors of Learning in using prior attainment data and helping them to develop different teaching strategies has been a priority. Directors of Learning have additional non-contact sessions to allow them to monitor and evaluate directly what is happening in the classroom. Each year we deliver significant staff development and pay particular attention to assessment for learning, thinking skills and independent learning.

The staff

Staff morale at Sandringham is very high, supported by an excellent working environment. The school always puts a great deal of time and resource into training and developing its staff – for example we also hold an annual two-day conference to embed key developments across the school. Appraisal is very well established across the school.

The students

Central to everything that happens at Sandringham are its students. With our direct and simple mission statement: **'Everybody can be Somebody'** staff have sought to ensure that every young person feels valued and listened to. Our mission statement has an equal application to all the adults in the community; mutual respect and appreciation are the order of the day here. Relationships between staff and students at Sandringham are excellent; raised voices are never heard and students appreciate the fact they are encouraged to express and discuss their views. The Student Leadership Team plays a crucial role in the development of policy at Sandringham. Students sometimes take part in the annual conference and all applicants for teaching posts are interviewed by a student panel.

The Leadership Group

The current Leadership Group consists of nine permanent staff; headteacher, two deputy headteachers, five assistant headteachers and the business manager. One of the deputy headteachers leads our Research School hub and an assistant headteacher leads the Alban

Teaching School Alliance. In addition, we have two other staff seconded to the Leadership Group for the year.

Responsibilities

The exact responsibilities will be discussed and agreed following appointment and will depend upon the particular interests, skills and abilities of the successful candidate. We are genuinely interested to hear where your interests in leadership lie. One area that we are keen to hear about is school performance, self-evaluation, use of data and monitoring of standards. However, the most important thing to us is to appoint someone who is an outstanding teacher with significant leadership potential and desire to join Sandringham.

This is a wonderful career opportunity for a talented and ambitious person who wishes to extend their leadership and management skills at an innovative and high performing school.



Person Specification – Assistant Headteacher

The Governors and I are looking for an Assistant Headteacher with the following qualities and skills:

Specification	Essential and <i>desirable</i>
Qualifications	<ul style="list-style-type: none">• Graduate and qualified teacher• Further professional development in areas of leadership and management• <i>Postgraduate qualification or further studies</i>
Knowledge and Experience	<ul style="list-style-type: none">• At least three years' experience at middle leadership level• Proven record of innovation and leading change successfully• Understanding of current educational issues• Understanding of the role of Governors and parents in school development• Understanding of value-added and other data to support raising standards• Recent experience of teaching in an 11 – 18 environment• Experience of contributing to whole-school continuous professional development• <i>Experience of management of physical, financial and human resources</i>
Personal Qualities	<ul style="list-style-type: none">• Passion for outstanding learning• Drive, sense of purpose, commitment and perseverance• Excellent interpersonal and persuasive skills• Flexibility and sensitivity to the needs of individuals• Excellent communication and presentation skills; oral and written• Enthusiasm and humour• Willingness to reflect on, and evaluate performance within the context of a team• Outstanding classroom practitioner who inspires and is respected by students• Resilience and relentless energy• <i>Wide range of interests</i>
Leadership	<ul style="list-style-type: none">• Clear vision for raising standards• Ability to lead by example, take responsibility and to be accountable• Ability to inspire and motivate those around them• Ability to hold people to account effectively• Substantial problem-solving ability• Ability to prioritise effectively and balance values with pragmatism• Intellectual curiosity
Philosophy	<ul style="list-style-type: none">• Genuine concern for students and staff and understanding of how they learn• Commitment to helping all students and staff to fulfil their potential
Aim	<ul style="list-style-type: none">• Potential and ambition for deputy headship within three-five years of appointment

We are looking for an exceptional person who will rise to the challenges for improvement in student achievement at Sandringham and who will work incredibly hard to sustain it. There will also be a teaching commitment of about 50% timetable. Sandringham offers a great deal to its entire staff and is an incredibly rewarding place to work.



Generic Job Description – Assistant Headteacher

In addition to those professional responsibilities common to all classroom teachers of the school, the assistant headteacher will be a member of the Leadership Group and, as such, play a full part in the management of the school. The post holder is accountable directly to the headteacher. Specific responsibilities will be detailed separately.

1. Accountability for strategic leadership and operational management of aspects of the PSI (Plan for School Improvement) and whole school areas of responsibility

- Building capacity amongst staff to deliver and sustain the highest quality outcomes
- Leading others in making an impact on the educational progress of all students
- Being accountable for project management to deadlines and engaging staff as appropriate; delegating, providing resources, and delivering the highest quality outcomes
- Being accountable for the management of funding or budgets related to areas of responsibility
- Being accountable for the continuing effective work of all staff for whom the post holder is responsible
- Reporting to the headteacher and governors regularly and to attend governor meetings as required
- Acting as the key driver of development and change in a range of areas

2. Significant contribution to the collaborative work of the Leadership Group.

- Leading, with other members of the Leadership Group, the behaviour management of the school
- Contributing at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, financial administration, staffing and other matters
- Modelling the ethos and vision of the school
- Leading whole school assemblies
- Making a significant contribution to school self-evaluation
- Deputising for other members of the Leadership Group within the school and wider community, and assisting other members of the LG as appropriate
- Undertaking new tasks and personal development within the leadership role as preparation for deputy headship
- Ensuring creativity, innovation and other transformational activities to raise standards in all areas

3. Accountability for leading and line managing other staff

- Leading, developing and enhancing the teaching practice of others
- Ensuring that all students have equality of opportunity and can work to their optimum
- Coaching, developing and supporting leadership and management skills
- Monitoring and reviewing the work of a specific year team and curriculum areas and, in collaboration with Directors of Learning developing systems, procedures and specific actions in response to identified needs
- Ensuring that the self-review of line management areas is consistent, systematic and sustained

4. Accountability for delivering a range of other school responsibilities

- Undertake specific, significant roles in the leadership and management of the school
- Develop, organise and hold colleagues accountable in their roles at all levels
- Ensure that the management of the school through these designated roles is efficient and effective
- Developing and promoting policies and procedures that ensure the school's distinctive ethos is reflected in all learning activities
- Promoting the school's ethos and culture to the broader community and beyond
- Other duties that might reasonably be required of an assistant headteacher

- Assuming the appropriate level of responsibility for safeguarding and promoting the welfare of children
- Compliance with the school's Health and Safety policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the head teacher to undertake work of a similar level that is not specified in their job description. This job description will be reviewed on a regular basis.



Salary – Assistant Headteacher

The post is offered in the range L12 – L16 on the Leadership spine. The successful applicant would expect to be placed on the scale at L12, with the opportunity to progress up the spine annually, according to performance, to point L16.

St Albans

St Albans is an extremely attractive Cathedral City some 20 miles north of London. It is close to both the M25, M1 and A1 and St. Pancras International station can be reached by train in under 20 minutes.

Application

If, having read this paper and related materials, you feel you would like to contribute to Sandringham's ongoing success at a senior level, then the Governors and I would be delighted to hear from you.

Closing date for applications: **Monday, 15th January 2018 (9 a.m.)**

Note - PLEASE SEND APPLICATIONS ELECTRONICALLY, IF POSSIBLE, OR ENSURE THEY ARE DELIVERED PERSONALLY BY THIS TIME – THE POST CAN BE UNRELIABLE

Please submit:

1. A letter of application (no more than two sides – minimum size 11 font) demonstrating:
 - Why you feel ready to take on a senior position
 - The personal qualities you could bring to the leadership team
 - At least one example of your impact on raising standards at your current school
 - What appeals to you about joining the leadership team at Sandringham School
2. A completed Sandringham application form (please **DO NOT** use the HCC version)

You can post your application or submit it to Mrs. Lesley Dunkley by email to:
appointments@sandringham.herts.sch.uk

Shortlisting will take place on Tuesday 16th January, 2018.

References may be taken in advance of shortlisting, and will be taken for all shortlisted candidates.

You are most welcome to visit the school in advance by prior arrangement or to discuss issues informally over the telephone with the Headteacher.

Alan Gray
Headteacher

Lin Keen
Chair of Governors

December 2017