



St John
Bosco
College

Assistant Headteacher Candidate Pack

St John Bosco College

St John Bosco College is a Voluntary Aided, 11-18 mixed Catholic comprehensive school, which opened in September 2011 following the merger of two Wandsworth secondary schools on a site in Putney, under the joint trusteeship of the Salesians of Don Bosco and the Archdiocese of Southwark. In October 2015 the school moved to a new, state of the art building in Battersea.

The school has a wide catchment, including Catholic families from both Westminster and Southwark dioceses as well as families from other religious traditions and none. Students attending the school come from over 60 different primary schools and there are currently 540 students on roll, with capacity to significantly increase this number. The roll is now growing demonstrating improving popularity.

The school's distinctive Catholic ethos is based on the traditions of the Salesian teaching order, where each student is encouraged to become a good Christian, an honest citizen, who is known by name and able to earn a living. The commitment to a broad and balanced curriculum centred on the best for the child is reflected both in the curriculum model and also the investment in specialist facilities (such as Design Technology, ASD base) by the Trustees and Governors.

The school is a diverse, harmonious community in which student voice is strongly encouraged. Boys make up 65% of students attending the school. Over 60% of students have English as an additional language (EAL) and over 43 different languages are spoken at home. The school has an above average number of children who have arrived in the country recently and great efforts are made for them to settle quickly and ensure they feel welcomed.

The percentage of students from ethnic minorities at 90% is well above the national average of 28% and the proportion of disadvantaged children is 46% compared to a national figure of 28%. The prior attainment of students on entry to the school is well below the local and national averages. Since the school opened in 2011 the ability of students on entry, every year except one, has been significantly below average. The school has 21% of students with SEN.



Job Profile: Assistant Headteacher

Purpose: To serve the mission of St John Bosco College by leading substantial aspects of its work to ensure that all our students benefit from the highest quality Catholic education and are enabled to achieve their full potential

Salary: Leadership range 10 - 14

Responsible to: Headteacher

1. General Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document, the Assistant Headteacher will be expected to:

- Deputise for the Headteacher when required and to support him in his/her role
- Be a member of the Leadership Team, thus leading the monitoring, evaluation and development of all aspects of school life
- Monitor, evaluate and develop the quality of learning and teaching throughout the school
- Develop the skills of middle leaders, teachers and associate staff
- Work with the Headteacher and Governors to develop, implement and evaluate a strategic vision
- Secure the objectives of the School Development Plan
- Share general aspects of whole school management (e.g. staff appointments, staff development activities, communicating with staff and parents, organising events)
- Lead and secure success by ensuring the effective implication of school policy
- Provide a significant presence around the College at all times throughout the day
- Represent the school to external stakeholders as and when required

2. Specific Responsibilities

The post holder will have responsibility for one or more of the following key areas as directed by the Headteacher or for specific elements within each key area, again as directed by the Headteacher.

3. Ethos & Inclusion

- Ensure that all students are happy, safe and secure at St John Bosco College by leading the pastoral work of the school
- Ensure that our distinctive Roman Catholic, Salesian ethos is evident in all aspects of school life
- Develop middle leaders and support staff with pastoral responsibilities (HOYs, Pastoral Leads)
- Secure excellent attendance and punctuality from all students
- Oversee admissions and transition of students from primary schools
- Develop the Learning Support Department, EAL and ASD base provision
- Develop the Chaplaincy function within the school
- Implement the safeguarding policy and line manage the safeguarding lead
- Convene Governors Committee for Ethos and Safeguarding

4. Achievement & Standards

- Secure excellent academic progress and outcomes for all students at St John Bosco College at each key stage
- Lead the Heads of Department, support them in their work and develop them professionally
- Monitor and evaluate all streams of data and implement subsequent action plans
- Ensure that the College has a rigorous system of self-evaluation and is prepared for external scrutiny

5. Learning & Teaching

- Monitor, evaluate and develop learning and teaching across the school to secure continuous
- Support and challenge staff to teach better lessons
- Monitor, evaluate and develop the professional development of all staff with reference to teaching
- Monitor, evaluate and develop the provision for Gifted & Talented students

6. Curriculum

- Monitor, evaluate and develop the curriculum
- Oversee publication of the school timetable
- Implement, evaluate and develop the systems for assessment, reporting and recording
- Line manage any members of associate staff working in your sphere of responsibility
- Convene Governors Committee for Curriculum



Person Specification - Assistant Headteacher

- Fully supportive of the school's ethos with a clear understanding of the distinctive nature of a Catholic school
- Hold a good Honours Degree, have qualified Teacher status and be capable of teaching outstanding lessons
- Recent and relevant professional development
- Understanding of and commitment to the National Standards for Headship
- Ability to enthuse, inspire and develop staff and students under the Catholic ethos
- Proven track record of raising standards
- Successful experience of whole school responsibility
- Demonstrable experience of effectively managing and implementing change
- Ability to manage resources efficiently
- Understanding of and commitment to promoting the educational principles of St. John Bosco
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Knowledge and understanding of current best practice in learning and teaching
- Demonstrable understanding of effective school evaluation
- Knowledge of current educational issues and recent legislation
- Excellent communication skills and the ability to lead teams
- Commitment to working as a team player
- Capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and potential to move on to Headship



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