



Ridgeway Academy
A member of the Alban Academies Trust (AAT)



**Appointment of Assistant Headteacher /
Director of Mathematics**

Salary: L10 – L12 (£51,040.32 - £53,520.96)

**A significant recruitment and retention allowance
payable for the right candidate**

Required for January / April 2020 (by negotiation)

**Prospective candidates are welcome to visit the school prior to considering an
application**

Closing Date: Friday 18 October 2019 (10.00am)

Shortlisting: Friday 18 October 2019

Interviews: Wednesday 23 and Thursday 24 October 2019



Alban Academies Trust

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October 2019

Dear Prospective Applicant

Appointment of: Assistant Headteacher / Director of Mathematics

Thank you for requesting information about the post. Should you decide to apply and be successful you will be joining a school that is on its journey to greatness by working with the Alban Academies Trust which includes Sandringham School and Verulam School in St. Albans. What will strike you is the ambition we have for all the young people who attend Ridgeway and our plans to help realise this vision. We have set out to create an institution that cares deeply about young people and has the highest expectations for what they can achieve. There are no limits and we look forward to fulfilling our ambition with the right person to lead the school into the future.

Ridgeway Academy opened its doors on 1 September 2018 following 18 months of preparations and support from the Alban Academies Trust and the local authority. The school has made rapid improvements in achievement in its first year and exceeded the targets it set.

Our school is led by a strong team of senior staff and governors supported by a stable and committed teaching and support staff team who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

At Ridgeway, Mathematics achieved record results in 2019 securing a significant increase on 2018, taking progress results above national average.

We are seeking to appoint a person who is fully committed to mixed comprehensive education with the skills, knowledge and experience to lead the Mathematics Department forward, working with the school community. Above all, we are looking for an individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from being able to draw upon a wide range of experience within the school and will lead a dedicated team of professionals working together to achieve outstanding outcomes.

Thank you for your interest. If you feel that Ridgeway Academy can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully

Sarah Mitcherson
Headteacher

Students



Ridgeway Academy has had a strong beginning, with students who have embraced the change in status and enthusiastically supported the new uniform and ethos of **‘Everybody can achieve’**. The students are really keen for Ridgeway to become the best school in the area where they can develop their individual talents in a rich and challenging environment.

The school

Ridgeway Academy is situated on the east side of Welwyn Garden City, Hertfordshire. It opened as a new academy on 1 September 2018 as part of the Alban Academies Trust.

There has been a secondary school on this site since 1956 when the High School first opened. Four years later Attimore Secondary Modern school also opened on the same site and in 1968 the schools were amalgamated and renamed Sir Frederic Osborn School. Now the school has moved into its new chapter of life as Ridgeway Academy.

Ridgeway Academy is a mixed non-selective school with the majority of its students living close to the school. The PAN for the school will be 180 from September 2020. Prior attainment on entry has traditionally been below the national average for most year groups. The present year 7 has a prior attainment which is much nearer to the national average. The number of disadvantaged students at the school is above the national average.



The school increased its number of first choices in September 2018 to admit 140 students for its year 7 and 185 joined the school in September 2019. Local Authority pupil forecasts for the local area indicate a significant demand over the coming years for secondary places both in Welwyn Garden City and nearby Hatfield. We expect that the school will be oversubscribed from September 2020 onwards which is one of our early aims for the new academy.

The senior staff have been recruited over the past three years and form a very strong team that have the skills and abilities to support the Headteacher in helping to make rapid progress in the future.

One of the key features of Ridgeway Academy is its impressive campus. The site has the benefit of two school halls, plenty of rooms to accommodate the wide range of subjects on offer and significant amounts of outdoor space between the buildings. This means that students can enjoy the benefit of a large campus and the school has plenty of scope for future expansion. The financial position of Ridgeway Academy is secure and the school works pro-actively with colleagues in the Alban Academies Trust to sustain this.

As part of the conversion to academy status, a £1m capital refurbishment programme was completed during summer 2018 to replace all the existing windows to buildings. This has transformed the site resulting in a wonderful learning campus for young people to enjoy. In 2015 a new sports complex and 3G pitch was opened and further investment is planned with a condition improvement bid to replace a number of the flat roofs around the site.



Ridgeway has a key focus on promoting the highest of expectations of students in their behaviour and attitudes to learning. Staff development is an important aspect of life at Ridgeway and is coordinated at school level and throughout the Alban Academies Trust. The Trust has recently set up and is planning joint strategic sessions with senior and middle leaders and a joint annual conference involving staff across the Trust schools is planned for next February.

The school has a strong and experienced governing body, excellent leadership from the senior team and many passionate and committed teaching and support staff.

All indications are that the school community has positively embraced the recent changes; students are well behaved, happy, look smart in their new uniform and are extremely proud of their new school; staff are highly motivated and are committed to drive improvements necessary to take us to be outstanding; and parents and carers work collectively with the school to secure positive outcomes for everyone.

The school is being well supported through membership of the Alban Academies Trust and this would be an exciting time to take on the role as Assistant Headteacher / Director of Mathematics to shape the school's future development.



The Senior Leadership Team

Headteacher: Sarah Mitcherson

Deputy Head: Jackie Smith

Assistant Headteacher: Steve Booth

Assistant Headteacher: Caroline Maddocks

Assistant Head – English: Lucy Hyde

Assistant Head – Science: Jonathan Milne

Business Manager: Patricia Diop

Alban Academies Trust (AAT)

The AAT came into existence in 2017 through the work of Sandringham School, St. Albans. In September 2018, Ridgeway Academy and Verulam School joined the AAT as part of the multi-academy trust to secure the improvement of all schools.

In the conversion of Sir Frederic Osborn School to Ridgeway Academy we secured £1m for capital development of the site. This has been invested in replacing all of the exterior windows and cladding making the buildings extremely attractive and energy efficient. In addition, the local authority supported the conversion by providing three years of lagged funding, a total of £1.1m, to be used by the AAT as it wishes to build a strong and growing school. Some of this funding, approximately £300k, has been earmarked for projects in year one, and the remaining balance will be available for use in years 2 and 3 to secure further school improvement.





Job Description

Role

To provide strategic leadership to the Mathematics Department to deliver outstanding student progress. To promote a forward thinking and creative approach to teaching and learning within Mathematics. To carry out the duties of a school leader, as set out in the Teachers' Pay and Conditions document

Responsible to: Headteacher

Responsible for:

Developing and implementing the strategic direction of Mathematics in the school and the strategic development of teaching and learning in Mathematics so that it is of the highest quality across all Key Stages thereby ensuring that the achievement of all individual students is maximized.

Duties

Continue to raise standards in Mathematics and build sustainable capacity of the Mathematics team. Develop Mathematics curriculum and assessment resources to support effective teaching.

Strategic direction

- Establish a vision and development plans for Mathematics.
- Contribute to the school's self-evaluation process, including devising and monitoring action plans.
- Lead by example especially when implementing change and improvements in standards. Promote a culture of inclusion within the school community where all views are valued and taken account of.
- Develop and implement policy and schemes of work for Science in accordance with the requirements of the National Curriculum, selected examination syllabi and school policy, in line with recent inspections.

Leading teaching and learning

- To keep abreast of any curriculum developments and ensure that they are developed and implemented by subject teachers as appropriate.
- Be an excellent role model, exemplifying a high standard of teaching; meticulously plan and teach engaging, differentiated and challenging lessons.
- To lead the implementation of systems to monitor and track student progress and the approach to student academic mentoring and tutoring.
- Analyse progress and other performance data and work with Directors of Learning to devise intervention strategies which support and challenge underachieving students across all abilities to succeed and achieve at least good progress for all students.
- Assess the impact of the strategies.
- To develop team strategies and procedures (using national and school guidelines) for learning and teaching for students with Special Educational Needs.
- To work with the SEN department to ensure specific targets are set and to match curricular materials and approaches to student needs.
- Develop enrichment opportunities and monitor the engagement of students in the wider life of the school
- To be responsible for producing schemes of work to meet the needs of all students, providing progression and challenge.

Leading and managing staff

- To lead professional development in the department including induction of new members of staff, identifying training needs, supporting, monitoring and assessing all departmental staff including Newly Qualified Teachers (NQTs).
- Work with the Deputy Headteacher to raise standards through staff performance management, as outlined in the school's Pay and Performance Appraisal policy.
- Manage the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the department, including lesson observations, statistical analysis and target setting.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To use the Quality Assurance cycle to assist in enhancing the professional development aspirations of colleagues.
- To run effective Departmental team meetings, to ensure minutes are made, kept secure and others informed as appropriate.
- To effectively manage the human resources at the team's disposal, including teachers, non-teaching staff.

Developing self and working with others

- Promote and protect the health and safety and welfare of students and staff in line with the School's Health and Safety policy.
- Participate as required in the selection and appointment of teaching and non-teaching staff, particularly when linked to student progress.
- Be an effective member of the Senior Leadership Team. Contribute to the day-to-day effective organisation and running of the school.

Student progress

- To set departmental targets for student progress.
- To ensure individual students are monitored and supported in maximising their potential. To liaise with the Examination Officer where appropriate for access arrangements over examination entries.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Carry out assessment programmes (eg reports) as agreed by the school.
- Work with the Directors of Learning to lead and motivate colleagues to develop their strategies to enhance the motivation, progress and attainment of all students.

Climate for learning

- To be responsible for discipline issues arising within the department including supporting staff during lessons when appropriate.
- To ensure the School's Behaviour for Learning policy is implemented across the department. To discuss disciplinary incidents with students, parents and colleagues and to monitor students on report.
- To assist colleagues within the School in applying Rewards and Consequences fairly and consistently.

Strengthening communication

- To meet regularly and work with Line Manager for professional support and to develop effective team management.
- To attend meetings with parents and carers, including parent consultation evenings, as appropriate to ensure positive outcomes for all parties.
- Promote relationships and work with colleagues in other schools and external agencies.



Job Description

Management of resources

- To manage the Department Budget, teaching resources and stock efficiently and in accordance with school policy.
- To maintain an inventory of all stock items and to oversee the annual stock audit.
- To carry out stock disposal in accordance with School policy.
- To manage the deployment of stock / resources enabling quick and easy access for all staff.

Additional Information:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with

the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

General

- Carry out the duties of the Assistant Headteacher/Director of Mathematics as set out in the School Teachers' Pay and Conditions document and subject to any amendments due to government legislation.
- Meet the standards as set out in the current or prevailing National Standards for Teachers, as appropriate to the context of Ridgeway Academy.
- Have due regard to the requirements of the current or prevailing OfSTED Framework for the Inspection of Schools.
- Actively undertake personal professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.
- Undertake annual Performance Management, setting and agreeing targets linked to school improvement priorities with the Headteacher.

Shaping the future

- Work with the Headteacher and CEO of the Alban Academies Trust to create and clearly articulate a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the school community leading to sustained school improvement.
- Lead by example to demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Maintain, and periodically review, the aims of the school.

Leading Teaching and Learning

- Raise the quality of teaching and learning and students' achievement, setting high

expectations, monitoring and evaluating effectiveness of learning outcomes.

- Establish a successful learning culture, which enables students to become effective, enthusiastic, independent learners, committed to life-long learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all students can fulfil their full potential and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Develop and implement strategies which ensure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Work with our consortium partners to offer a wide ranging and exciting Sixth Form curriculum.

Developing self and working with others

- Build a professional learning community which enables others to achieve.
- Support all staff in achieving high standards through effective continuing professional development and performance management.
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Leading the organisation

- Provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Build capacity across the workforce through re-examining the roles and responsibilities of staff working in the school and ensure resources are deployed to achieve value for money.
- Build successful partnerships through effective collaboration with others.
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy high-quality staff.
- Control and organise the school environment efficiently and effectively within budget to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school

Securing Accountability

- Work with the Headteacher, Local Governing Body and the CEO of the Alban Academies Trust to enable the school to meet its responsibilities and to ensure it meets all its statutory requirements.
- Fulfil commitment arising from contractual accountability to the Governing Body.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievement and take account of feedback from others.

Community involvement

- Collaborate with other schools in order to share expertise and bring positive benefits to Ridgeway Academy and other schools.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students.
- Share responsibility for leadership of the wider educational system recognising that school improvement and community development are inter-dependent.
- Create and promote inclusive strategies for challenging discrimination of any kind.
- Ensure learning experiences for students are linked into and integrated with the wider community.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.



Person Specification

It is important that your application should address and evidence each of the criteria detailed in the experience section of the specification by means of a supporting document.

We are looking for an inspirational leader and strategist who is passionate about teaching and learning, has respect for all students whatever their background and is committed to raising standards of achievement through innovative practice.

Experience

Person Specification

The ideal candidate will:

- Have extensive experience of teaching Mathematics in KS3, KS4 and ideally KS5.
- Have experience and credibility in leading others, including experience of coaching teachers to improve in Mathematics.
- Have proven experience of identifying and implementing effective strategies for improving outcomes in schools at KS3, KS4 and preferably KS5 in Mathematics.
- Have an outstanding Mathematics subject knowledge and be able to demonstrate their passion and enthusiasm for communicating this to others.
- Be able to demonstrate resilience, motivation and commitment to driving up standards of achievement.
- Have an up-to-date knowledge of the Mathematics curriculum and assessment requirements, and be keen to contribute to current curriculum development.
- Have outstanding communication skills, with the ability to leverage influence with all levels of the organisation and be able to work effectively with a team of subject leaders.
- Have an ability to combine rigour and high expectations with personal tact and discretion.
- The ability to form and maintain appropriate relationships and boundaries with young people and colleagues.
- Be able to build relationships quickly with colleagues
- Be committed to ensuring that all children in our school receive an excellent education in a safe and stimulating environment.
- Have the IT competence necessary to fulfil all duties within the role.





Person Specification

Knowledge and understanding

- The ability to communicate a clear vision for Mathematics and how it will develop and grow over the next few years as part of the Alban Academies Trust.
- An excellent understanding of how students learn, how teachers can best teach, and how to raise standards in a mixed comprehensive school.
- Knowledge of current national policies, educational issues and the statutory and legal framework within which a school operates.
- A comprehensive understanding and commitment to inclusion and proven experience in the effective development of practices to support this principle.
- Understanding of the requirements of how to improve a mixed comprehensive school working within a multi-academy trust.
- Knowledge of the application and potential of technology in education.
- Understanding of how to promote the school within the community and utilising the community and its environment to enhance the work of the school.
- The ability to analyse and use data to establish benchmarks and set challenging targets for improvement.
- Full understanding and commitment to safeguarding and promoting the well-being of students.
- Experience of delivering successful behaviour management strategies including for the most challenging students.

Leadership and management

- A clear vision of high-quality education that secures the commitment of students, staff, parents and the wider community to the aims and ethos of the school.
- Clear vision and drive to take the school forward through a process of improvement based on critical evaluation, sound planning and challenging targets.
- Proven practice in selecting, leading, motivating and supporting staff to achieve high standards for all students.
- Ability to be flexible and delegate effectively and, through this, support succession planning and the development of staff at all levels.
- Ability to plan strategically for the future including curriculum and pedagogic matters and in staff and resource deployment.
- Ability to work collaboratively with the Local Governing Body and the Alban Academies Trust to enable it to meet its responsibilities.



Person Specification

- Ability to work collaboratively with other schools, agencies and organisations to drive forward the development opportunities of the school.
- A positive role model in carrying out duties and when representing the school.
- Effective team working acknowledging effort and achievement, and valuing and celebrating the achievements of individuals and teams.

Other personal qualities

- A clear and strong passion for the value of education.
- Possess integrity, perseverance and the ability to inspire commitment, enthusiasm and confidence from staff, students, governors and parents in promoting the values, ethos and standards of the school.
- Demonstrate the resilience and relentless energy required to lead a school to success.
- Possess excellent interpersonal, written and oral communication skills.
- Have an inherent intellectual curiosity coupled with the ability to solve problems and balance values with pragmatism.
- Hold a genuine concern for students and staff and understanding of how to help them grow and flourish.
- Exhibit a highly visible and hands-on style of leadership, demonstrating enjoyment and empathy when engaging with students, staff, parents and others.
- Possess a strong sense of humour and humility to enable you to meet the demands of the role and to inspire and motivate all those around you.

Minimum Qualifications (*desirable*)

- A good Honours Degree (or equivalent)
- Qualified Teacher Status
- Evidence of continuing professional development (including child protection training)
- *Higher degree*



Application Process

Salary

We offer a competitive remuneration package to reflect the calibre of candidate we are seeking to appoint in the range L10 – L12 (£51,040.32 - £53,520.96). A significant recruitment and retention allowance payable for the right candidate.

Why apply

- An opportunity to be the strategic lead and continue to drive achievement to the next level with the full support of the Alban Academies Trust
- Outstanding professional development and future career opportunities
- A school with a significant increase in popularity and a very supportive community
- A key leader within the trust contributing to its growth and success
- Experience of a collaborative approach to educational delivery with sharing of resources across the trust

How to apply

1. Please submit a completed Alban Academies Trust application form, ensuring that all parts are completed (CVs are NOT accepted). The application form is available on the Ridgeway Academy website under Join Us: www.ridgeway.herts.sch.uk or direct from Helen Smith, PA to the Headteacher via helen.smith@ridgeway.herts.sch.uk
2. Write a structured letter (no more than 2 sides of A4), addressed to Sarah Mitcherson, Headteacher to:
 - Explain why you are applying for the position
 - Demonstrate how you best meet the four key areas of the person specification (experience, knowledge and understanding, leadership and management, other personal qualities)
3. Please give the names, positions, organisations, email addresses and telephone contact numbers of two referees, one of whom must be your current or most recent Headteacher. Referees will be contacted prior to interview, unless you specifically state otherwise.
4. Applications to be emailed to Helen Smith, PA to the Headteacher Helen.smith@ridgeway.herts.sch.uk for the attention of Sarah Mitcherson, Headteacher.
5. Shortlisting: only candidates whose applications meet the selection criteria will be invited for interview.

The schedule will be as follows:

Tours of the School: To arrange a tour please contact Helen Smith
helen.smith@ridgeway.herts.sch.uk
01707 351350

Closing date: Friday 18 October 2019 (10.00am)
Shortlisting: Friday 18 October 2019
Interviews: Wednesday 23 and Thursday 24 October 2019

Please contact Helen Smith, PA to the Headteacher, by email (above) or telephone on 01707 351350 if you have any questions.

NOTE: your application will be photocopied for distribution to the Selection Panel, clarity is therefore essential





Advert

Assistant Headteacher / Director of Mathematics

Required for January / April 2020 (by negotiation)

Salary: L10 – L12 (£51,040.32 - £53,520.96).

A significant recruitment and retention allowance payable for the right candidate.

Ridgeway Academy is a member of the Alban Academies Trust (AAT), together with Sandringham and Verulam schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. The AAT motto is 'Educational Excellence for Everyone'. The trust offers significant opportunities for career development of staff at all levels within our organisation. This is an exciting time to join Ridgeway Academy as it takes the next step in its journey to becoming good and then outstanding. Mathematics achieved record results in 2019 securing a significant increase on 2018, taking progress results above national average.

We can offer you:

- An opportunity to lead Mathematics and drive achievement to the next level with the full support of the Alban Academies Trust
- Outstanding professional development and future career opportunities
- A school with a significant increase in popularity and a very supportive community
- Key leadership role within the school contributing to its growth and success
- Experience of a collaborative approach to educational delivery with sharing of resources across the trust.

If you are interested in joining our school we would love to hear from you. The application pack can be obtained from www.ridgeway.herts.sch.uk or direct from Helen Smith, PA to the Headteacher via helen.smith@ridgeway.herts.sch.uk

Tours of the School:

**To arrange a tour please contact Helen Smith
helen.smith@ridgeway.herts.sch.uk
01707 351350**

Closing date:

Friday 18 October 2019 (10.00 am)

Short-listing:

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Interviews:

Wednesday 23 and Thursday 24 October 2019

Please contact Helen Smith, PA to Headteacher, by email (above) or telephone on 01707 351350 if you have any questions.

Alban Academies Trust and Ridgeway Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an enhanced DBS Check.