

# **Ridgewood School Recruitment Pack**

**Position:  
Assistant Headteacher**

Prepare for the road ahead

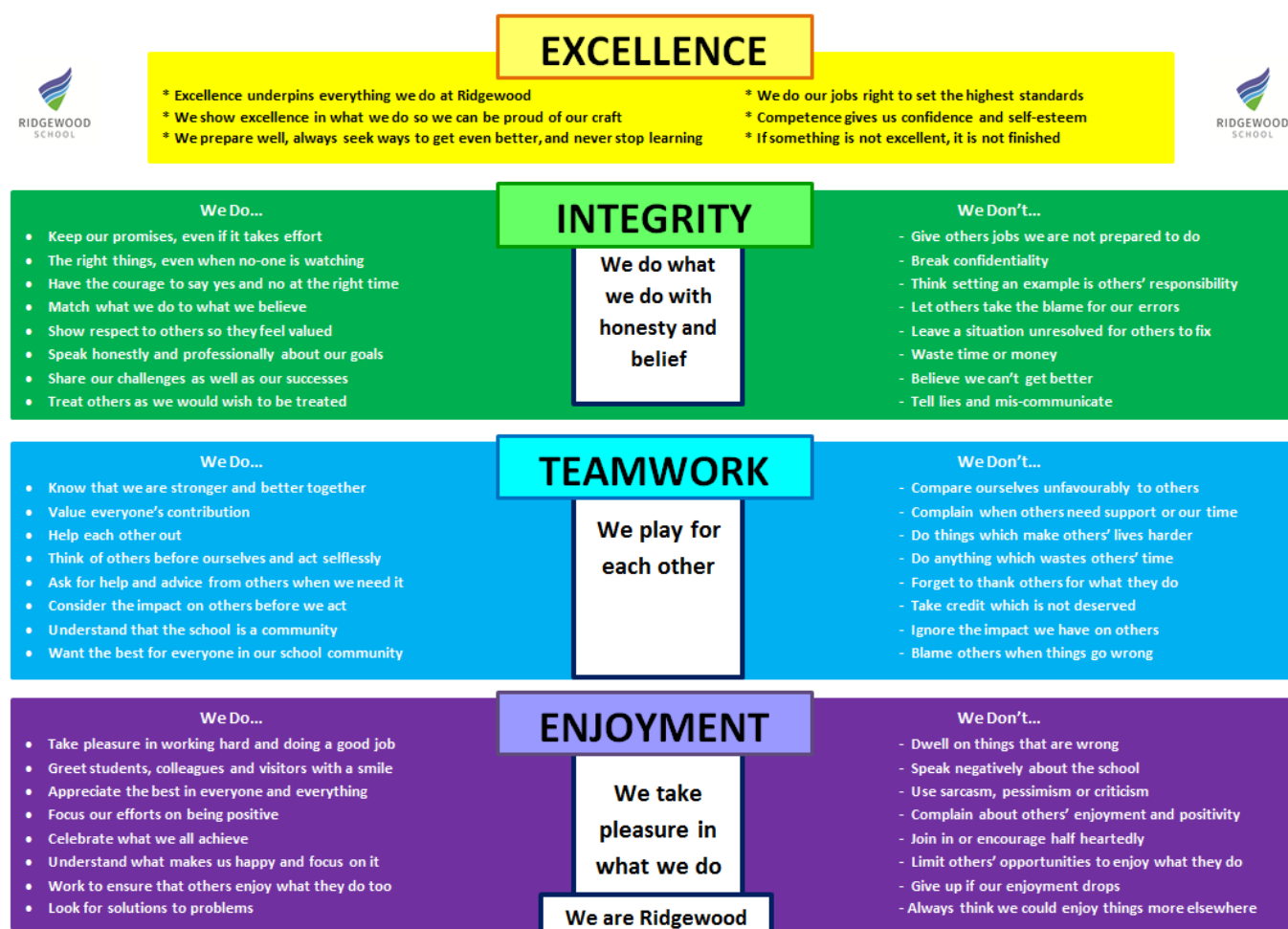
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## Ridgewood School – Values and Ethos

### **Our Values**

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.



### **Ethos and Aims**

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.

## Letter from the Headteacher

Dear applicant,

Thank you for your interest in the position of Assistant Headteacher at Ridgewood School.

At Ridgewood, we seek to appoint staff who are fully committed to securing students' success, and who love what they do. It is important to us that you enjoy your time working at Ridgewood, and that you feel able to give 100% in a supportive, innovative and high-energy environment. Our team of staff and governors are dedicated to ensuring that all our students reach their full potential, and that staff also feel they can be the best they can be.

The successful applicant will join a school community of friendly, committed and enthusiastic teaching and support staff. We believe that the best results come when we all work together, and we hope that the successful applicant will soon become part of our community and feel part of our inclusive ethos.

Ridgewood School is very proud of what it offers both students and staff. The opportunities students are given to develop their talents and skills are matched by the opportunities staff receive to develop their practice, enhance their knowledge and become better teachers every day.

I hope you feel that Ridgewood is the right school for you. We believe there is a lot we can offer those who choose to come and work here. If you would like to arrange a visit to the school, please speak to Frances Hamlet who will be happy to arrange it. I look forward to receiving your application.

Yours sincerely,

Maggie Dunn

Headteacher  
Ridgewood School

## About Ridgewood School

“We want every student who leaves Ridgewood School to aspire to achieve beyond what they thought they could do when they first started with us. Our core values emphasise high standards, pride in everything we do, and working together as school community to achieve the best, both inside and beyond the classroom. Nobody at Ridgewood settles for second best. It is important to us that our students not only achieve great results, but develop as people who are ready to meet any challenges they face in the future with confidence and self-assurance. We want to give our students opportunities that let them grow both intellectually and personally, and enable them to develop their own unique characters. Students at Ridgewood are given the means to contribute to both our school community and the wider community beyond. We educate the whole child so that students immerse themselves wholeheartedly in school life, and leave with a desire to contribute to society.

We offer our students an environment in which they can flourish, and see the results of their own hard work pay off. With the help of our dedicated staff, they can prepare for the road ahead and begin their journey into adult life equipped with the skills they need to ensure a happy and successful future.”

– Maggie Dunn, Headteacher



## **Training and Development Opportunities**

At Ridgewood, we believe that the effective training, support and development of our staff enables them to be the best they can be, and to give our students an exceptional teaching experience. Ridgewood offers its staff bespoke packages which are tailored to their career point and path, and which encourage them to become reflective, enthusiastic and expert practitioners.

Our CPD is varied and matched to the needs of our staff, both teaching and associate. Teaching staff engage in whole school training in teaching and learning, understanding our school systems and quality assuring data, as well as benefitting from our bespoke coaching programme.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles, one-to-one support, and project-based development can be organised in order to support staff to develop effectively in their jobs, and to understand how to make the next step in their career.



## Our Curriculum



Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.





## **Our Extra-Curricular Opportunities**

Because we value a rounded education, our students have access to an extremely wide range of extra-curricular opportunities and trips. We firmly believe that students get out of school what they put in to it, so we encourage our students of all ages to get actively involved in the many clubs on offer.



### **Trips**

Experiencing 'real world' versions of what students are taught in a classroom helps embed learning and broaden students' knowledge and understanding. Our geographers undertake field trips to Sheffield and Hornsea, whilst our English and Drama students get the chance to watch professional theatre productions of the texts they study in lessons, last year seeing *Cymbeline* and *Rebecca*, amongst others. Productions by the Royal Shakespeare Company are also streamed live to the school, meaning our students only need venture as far as our Faraday auditorium in order to experience world class theatre! Our Engineering students get to see how engineers work on a massive scale, and visit current building projects to witness first-hand the theory they learn in class.





## Clubs

Within school, there are over thirty clubs that students can join. These range from those aimed at students who enjoy sport (badminton, hockey, rugby, football, netball, basketball) to those for our aspiring businessmen and women, including the prestigious Young Enterprise initiative. We are also lucky enough to have our own dedicated Lego Suite, where we offer clubs, competitions and programming. For students interested in performing arts and the theatre, activities take place on a daily basis. The Theatre Lighting Tech Group learn the skills behind lighting a stage production, whilst the PATCH students receive a bespoke weekly arts provision, covering singing, dancing and acting, and culminating in a range of spectacular concerts throughout the year. We also submit entries to Connections, a high profile National Theatre competition, and the South Yorkshire Road Safety competition, which we won two years in a row. Our Music department is thriving, offering everything from African drumming to our contemporary choir 'Vocal Beatz'. Our brand new suite of iMacs also enables us to offer cutting edge tuition in music technology alongside our more traditional string ensemble and concert band.



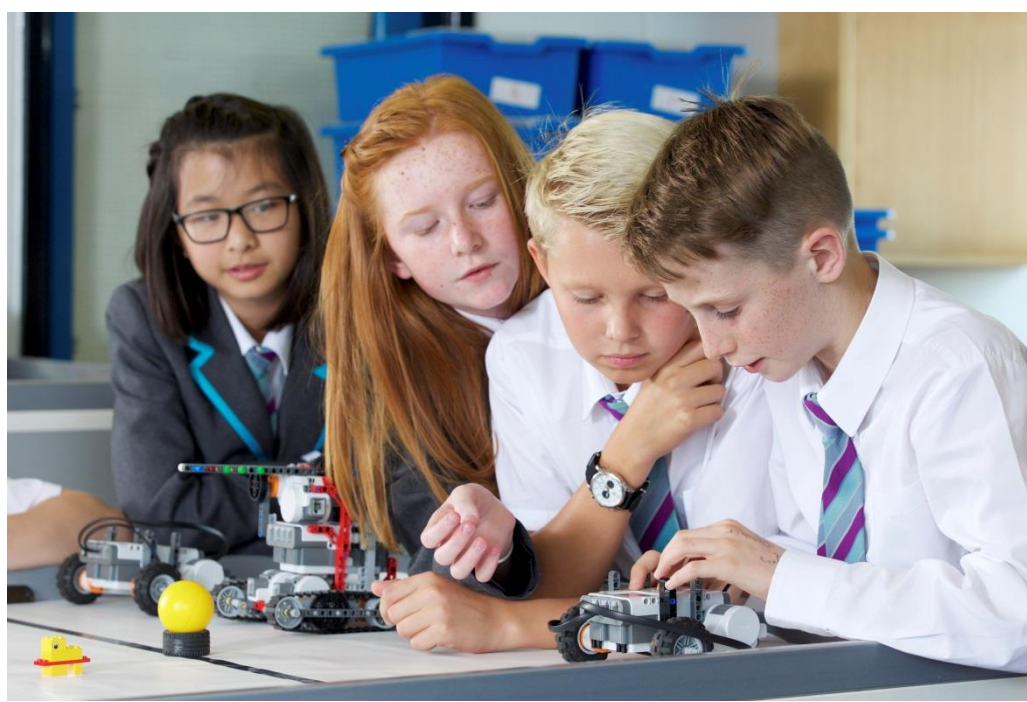
## **Our House System**

Our house system is all about ensuring that students become well-rounded individuals who contribute and get involved, whatever their talent or passion. It provides every student in the school with a plethora of opportunities to engage in competitions, support and mentor others, represent the school in a range of activities, and learn what it means to be part of a community. We are extremely proud of our house system.



### **Overview of our House System**

When students arrive at Ridgewood, they are assigned to one of four houses: Imperatrix, Voltigeur, Ambidexter or Margrave. These houses reflect both our geographical location in Doncaster, and the history of the area. Each house is led by a Head of House. This role is taken by a member of our Post-16 community who takes on responsibility for overall leadership of the house, and who co-ordinates a team of prefects from years 7-11. Prefects are also leaders; they co-ordinate house-based events and may help out throughout the year at events such as Open Evening and with our Y6 visitors during Transition Week. To be a prefect or Head of House is to take on a position of great pride.



## **Our unique student reward system ALTUS**

The Latin word 'altus' means high, noble or profound. We thought this was an appropriate way to describe the students who achieve this status at Ridgewood, and so we developed the Altus reward scheme in order to recognise outstanding effort and attitude. As well as having a Latin meaning, we have also attributed the qualities of our Altus students to each letter of the word:

A is for attitude

L is for leadership

T is for teamwork

U is for understanding

S is for success

After each round of Creating Futures data has been entered and distributed to students and their parents, those students who are on or above target in every subject, and who display a 'Motivated' or 'Outstanding' attitude in all their subjects, will be rewarded with an Altus badge in a special Altus assembly.

## **Behaviour for Learning**

Our Behaviour for Learning policy (BfL) ensures that students are able to learn and work without distractions, and that praise is at the forefront of every lesson. It has four simple rules which students must follow:

- Remain on-task at all times
- Remain silent when the teacher is talking
- Speak to other people in a pleasant way
- Do not touch another student

Those students who do not follow these rules will receive consequences which may lead to an after school detention if the rules are consistently broken. Students who follow the rules will receive praise from their teachers, and will be eligible for the Altus reward system. We strive to create an environment where teachers can teach, and students can learn.





## **Sixth Form**

In 2018 80% of our Sixth Form students have gone on to study at University, with one in three gaining a place in a prestigious Russell Group university. Four students successfully achieved placements on very competitive Higher Degree Apprenticeships and 15% secured placements on apprenticeships.

### **Facilities**

We have excellent facilities, many of which are uniquely available to our Sixth Form students in our Faraday Sixth Form Centre.

- A purpose built Sixth Form Centre which includes subject-specific classrooms
- Purpose built Science and STEM laboratories
- Resource centres housing key texts, journals and access to bookable equipment such as tablets and digital cameras
- Several IT suites
- A 200-seat, multi-use auditorium
- A mix of study and social spaces
- A café

As well as the facilities in the Sixth Form Centre, students have access to main school facilities.

- A gymnasium, a full sized sports hall, a fitness room, three 5-a-side football pitches, one 9-a-side football pitch, two 11-a-side football pitches, one full sized rugby pitch and recently refurbished multi-purpose courts.
- An iMac suite featuring 26 iMacs with MIDI keyboards with Sibelius, Garage Band and Logic Pro X software
- Six fully restored music practice rooms (benefitting from an electric drum kit, keyboard, guitar, bass, microphone and multi-channel amp)
- Laser cutters, 3D printers, CNC Milling machines, and a range of state of the art engineering facilities
- A kiln for clay work
- Validus, a dedicated wellbeing centre equipped to meet the needs of all our young people



## Activities and Events

### **Duke of Edinburgh Gold Award**

A highly prestigious, nationally recognised qualification offered to all Sixth Form students, D of E enables students to develop a vast range of skills, both physical and mental, and they are supported by specialist, highly trained staff.

### **Young Enterprise**

Students involved with the Young Enterprise programme at Ridgewood have won almost 40 awards in just four years – an amazing achievement. The programme provides students with the opportunity to run their own business, source finance, manufacture a product and sell it to members of the public.

### **Sports Leaders Award Level 3**

For those studying PE at Sixth Form, there is an opportunity to take part in the Sports Leaders Award programme. As part of this scheme, students have the opportunity to lead on a particular area of sport, and to design and deliver sessions to others to help improve fitness.

### **National Citizens Service (NCS)**

Ridgewood School is proud of having formed an exciting partnership with the Doncaster Rovers Club Foundation in order to provide students with opportunities to take part in the NCS programme. Students complete the scheme during the summer holidays and spend two weeks away from home; the first week involves a residential activity and the second week is spent volunteering within local charities.

### **Camps International**

A group of students participated in an exciting once-in-a-lifetime trip to Tanzania, co-ordinated by Camps International. As part of the programme, students volunteered for two weeks within a Tanzanian village, helping to develop vital infrastructure including schools, medical centres and houses. They spent a further week taking part in a PADI scuba diving course, leading to their first PADI qualification.

## Internships

Students in Year 12 complete a week-long internship within a professional working environment and we are fortunate to have access to a wide range of internship providers from finance to the motor industry, and healthcare settings to education. We work closely with our students at all stages of the process to ensure that they are matched to the appropriate internship placement.

The internship scheme truly enables students to expand their horizons, experience a taste of the careers they wish to pursue and in some cases, provide opportunities for a taste of independent living. Vital relationships have been developed as a direct result of internships, particularly in the field of medicine where students have the opportunity to live away from home for a week whilst working at The James Cook Hospital in Middlesbrough. Students are not confined to the local area for their placements, and some have taken this chance to complete placements in France and Spain. As well as providing students with a unique window into a potential future career, the scheme has also allowed them to establish key contacts and points of reference that they can use throughout their careers.

## Wellbeing Centre

We are extremely proud to be able to offer our staff and students a dedicated wellbeing centre equipped to meet the needs of all our young people and staff.

The wellbeing centre provides a programme of holistic support, including qualified counselling support, professional and targeted support for young people experiencing issues, and specialist support for those pupil experiencing stress, anxiety, depression and low mood. It also raises the profile of wellbeing for all young people and staff and effectively supports our wider school teams. This outstanding facility enables us to effectively coordinate safeguarding, child protection, welfare and health concerns through one central hub and to provide opportunities for working with families and the wider community. It is also an appropriate and confidential venue for external agency workers working with young people and their families in school.

Each room in the wellbeing centre has a dedicated purpose designed to meet young people's specific needs.

### GROUND FLOOR

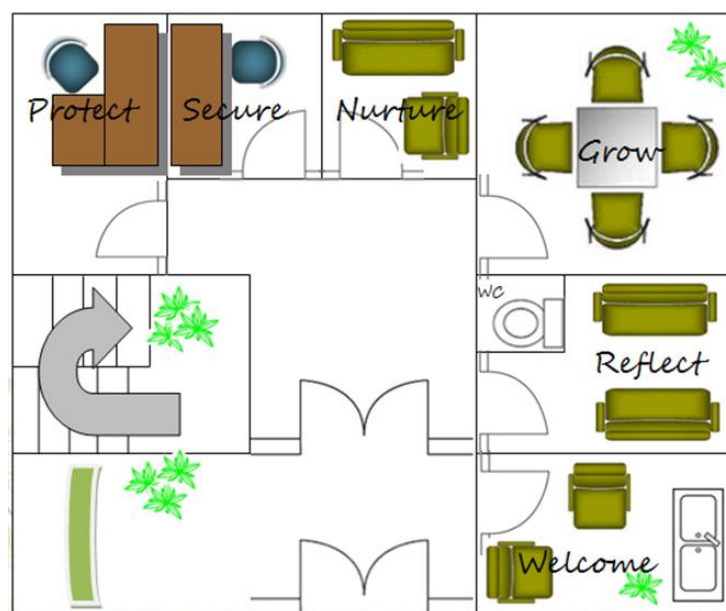
*Protect*: safeguarding officer base

*Secure*: administrative base

*Nurture*: individual safe space

*Grow*: multi agency base/workshop room

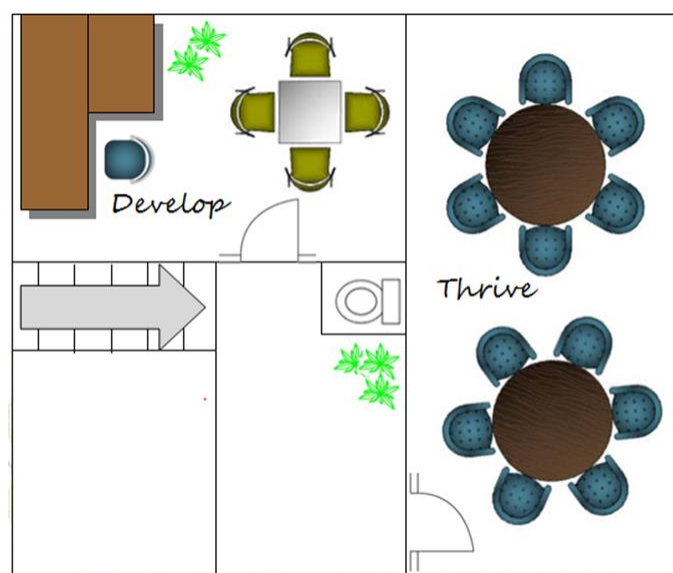
*Reflect*: counselling room



### FIRST FLOOR

*Thrive*: large workshop space and programme room

*Develop*: strategy and safeguarding/inclusion and SEND clinics





## Job Description

**RESPONSIBLE TO:** The Headteacher

**RESPONSIBLE FOR:** In addition to the Conditions of Employment as laid down in the School Teachers' Pay and Conditions Document 2013, the Postholder will provide strategic leadership for their own area of accountability. The Postholder will, with the school Senior Team (individual and collective), provide the leadership and management which enables Ridgewood to give every pupil the highest quality education and which promotes the highest possible standards of achievement and well-being.

### **MAIN RESPONSIBILITIES:**

To assist the Headteacher in creating the strategic direction of the school.

To work as a member of the School Senior Leadership Team to ensure that all policies are fully implemented.

To support the Headteacher in the strategic leadership of the school to ensure the continuing improvement, success and high standards of all students.

To strategically lead the direction and development of the school, in accordance with the ethos and vision of the school, within specific areas of responsibility.

### **KEY ACCOUNTABILITIES:**

- Take responsibility and accountability for an area of the School Development Plan, ensuring you make significant impact.
- Line manage and performance manage a significant group of Middle Leaders to ensure they are supported to meet the school's challenging targets.
- Develop and enhance the teaching performance of others and model by example.
- Be a visible, proactive presence around the school, promoting positive behaviour, the school ethos and ensuring the smooth day-to-day running of the school.
- Fully implement all policies for safeguarding and the protection and safety of all children.
- Provide reports for the School's governors and trustees, as appropriate.
- Work collaboratively with parents and support other colleagues.
- Motivate and challenge all staff to maintain high expectations of behaviours throughout the school.
- Contribute to the development of a programme of enrichment extending the school experience beyond the limits of the formal school day.

### **SPECIFIC RESPONSIBILITIES**

*These will be discussed with the post holder and will be relevant to their area(s) of specialism.*

### **GENERAL SENIOR LEADERSHIP RESPONSIBILITIES:**

- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development.
- Develop and maintain a culture of high expectations for self and others.
- Update the Headteacher, other senior leaders and the Governing Body on the effectiveness of the provision.
- Lead by example as a teacher, and as a manager, achieving high standards of student attainment and progress, behaviour and motivation through effective teaching.
- Challenge under-performance at all levels and to ensure corrective action and follow up.
- Support the development and maintenance of school policies and practices to ensure consistent application.

- Have a teaching commitment in line with Assistant Headteacher status of around 25 periods per fortnight.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, Governors and the local community.
- Liaise effectively with all stakeholders including parents/carers, feeder schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend school events and activities as directed by the Headteacher.
- Keep the Senior Team up to date with national developments specific to the post's areas of responsibility.
- Contribute to, and at times lead, research projects.
- Manage budget(s) in line with areas of responsibility.
- Take assemblies and participate in break, lunchtime, before and after hours' supervision.
- Any other reasonable duties as requested by the Headteacher.

### **Creating the Future of the School**

- Working with the Senior Leadership Team of Ridgewood School to continue to shape and develop the strategic vision of the School.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals.
- Translate the vision into agreed objectives and operational plans.

### **Key Documents Responsibility:**

- Create key elements of the School Development Plan as directed by the Headteacher
- Create key sections of the School SEF as directed by the Headteacher
- Relevant policy and practice contributions for the Staff Handbook.
- Relevant reports to Governors, including Head's report to Governors.

**This role may be adapted to meet the needs of the school at any time. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in the job description.**

## PERSON SPECIFICATION

**Post Title: Assistant Headteacher**

ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Academically strong with a good degree</li> <li>Qualified teacher status</li> <li>An outstanding classroom practitioner with a strong track record of achieving excellent examination results</li> <li>Committed to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Further relevant qualification/study abd/or commitment to further study e.g. Masters, MBA</li> </ul>	Application Form Certificates Verification by DfE Interview
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience at senior level</li> <li>Working successfully as a member of a team</li> <li>Managing staff</li> <li>Supporting and directing the overall raising of aspirations and standards across the range of abilities</li> </ul>		Application Form Interview
<b>Professional Development</b> <ul style="list-style-type: none"> <li>Evidence of CPD in the last 5 years relevant to current management and educational issues.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of planning and managing staff development</li> </ul>	Application Form Interview
<b>Leadership and Management Skills</b> <ul style="list-style-type: none"> <li>Evidence of leadership and motivational skills</li> <li>Good written and oral communication</li> <li>Proven organisational ability</li> <li>Strategic and resource management</li> <li>Individual coaching to improve performance</li> <li>Self evaluation</li> <li>Leadership of change</li> <li>Ability to delegate</li> </ul>	<ul style="list-style-type: none"> <li>Excellent ICT skills</li> <li>A clear educational vision for the 21<sup>st</sup> Century</li> </ul>	Application Form Interview
<b>Special Knowledge</b> <ul style="list-style-type: none"> <li>Clear understanding of what constitutes an 'outstanding school'</li> <li>Detailed knowledge of current curriculum issues</li> <li>Understanding and knowledge of current issues in education</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of administrative procedures</li> <li>Assessment, recording and reporting</li> </ul>	Application Form Interview

<b>Personal and Professional Attributes</b> <ul style="list-style-type: none"> <li>• Creative thinker</li> <li>• Able to work independently or as part of a team</li> <li>• Good inter-personal skills – listening, negotiating, persuading</li> <li>• Excellent organisational and administrative skills, to be pro-active and flexible</li> <li>• Good attention to detail</li> <li>• Resourceful and resilient</li> <li>• An ability to command the respect of pupils, staff, parents and Governors</li> <li>• To deliver whilst under pressure</li> <li>• To seek excellence for achievement and behaviour throughout the school</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to think ‘out of the box’</li> <li>• Sense of humour</li> </ul>	Application Form Interview
<b>Physical Attributes</b> As assessed and advised by Occupational Health		Medical Questionnaire Medical examination if required
<b>The post is subject to a satisfactory record check being undertaken by the Disclosure &amp; Barring Service</b>		

## Job Advert

**Job title: ASSISTANT HEADTEACHER**

**Salary: Salary to be remunerated in line with experience and evidence of impact in role**

**To start: January 2020**

### ***What makes Ridgewood School special?***

Staff and students at Ridgewood work hard every day to embody the school's core values: Excellence, Teamwork, Enjoyment and Integrity. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, 'Prepare for the road ahead', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.

### ***Why is the role of Assistant Headteacher right for you?***

We are looking to appoint an inspiring and dedicated Assistant Headteacher to join a school which strives for excellence in all respects and which believes in giving children the best possible opportunities to succeed, both academically and as members of the community. Prospective candidates should outline what impact they would make on a specific area of our school linked to an area of strategic accountability which will be negotiated on appointment. Your letter of application should outline how you would make a significant impact on continued improvements to Ridgewood School and present clear examples of significant whole school impact in your current role.

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer personalised coaching programmes. These are designed to give teachers one-to-one coaching to develop specific aspects of their classroom practice. NQTs and RQTs are supported through their early years of teaching as they embed excellent classroom routines; developing and experienced teachers are prepared for positions of leadership and responsibility; and senior staff are trained to reflect on and evaluate their practice whilst simultaneously developing others. We can match training and development to everyone's needs and wishes.

Are you seeking an energetic, vibrant working environment, working alongside supportive colleagues who share your passion for teaching? Do you want to work in a school with a dedicated team of senior leaders committed to whole school development? Are you passionate about giving young people every opportunity for success through the power of education? If so, Ridgewood School is for you.

### ***How can you apply for this role?***

Your letter of application should outline how you would make a significant impact on continued improvements to Ridgewood School and present clear examples of significant whole school impact in your current role. Your letter of application should be no more than 2 sides of A4 (using font Arial 11).

For full details, to discuss the role or to request an application pack, please contact Frances Hamlet, the Head's PA. Either email [hamlet\\_f@ridgewoodschool.co.uk](mailto:hamlet_f@ridgewoodschool.co.uk) or phone 01302 800482. We welcome visits from potential candidates – please contact Frances to arrange this.

**The closing date for this post is Monday 23 September 2019. Interviews will take place soon after. Please return your application form as soon as possible as earlier interviews may be available.**

*Ridgewood School reserve the right to close this advert prior to the closing date above.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy. 19*