# Ridgeway Academy

**A member of the Alban Academies Trust (AAT)**







# Appointment of Deputy Headteacher

## Salary: L18 – L22 (£65,310 - £71,914)

## Required for September 2021

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

| | |
|---|---|
| **Closing Date:** | Monday 12 April 2021 (10.00am) |
| **Longlisting:** | Wednesday 14/Thursday 15 April 2021 |
| **Shortlisting:** | Friday 16 April 2021 |
| **Interviews:** | Wednesday 21 and Thursday 22 April 2021 |

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March 2021

Dear Prospective Applicant

Appointment of Deputy Headteacher

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 excellence by working with the Alban Academies Trust which includes Sandringham, Verulam, Wheatfields Junior and Wheatfields Infants' and Nursery schools 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.

Ridgeway Academy opened its doors on 1 September 2018 following 18 months of preparation and support from the Alban Academies Trust and the local authority. The school has made rapid improvements in achievement since opening and exceeded the targets it set. Ridgeway Academy is oversubscribed for September 2021 for the second year running.

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. We are committed to professional development and have excellent opportunities for learning and career progression.

As a result of the school's rapid growth, we are in a position to appoint an exceptional person to join the leadership team as second Deputy Headteacher to work with the staff at the school in the task of taking Ridgeway on to greater achievement.

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

# Introduction

## 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 is 180. Prior attainment on entry has traditionally been below the national average for most year groups. Current student data indicates 35% disadvantaged and 24.5% SEND. Current Year 7 and 8 have a prior attainment which is much nearer to the national average.



The senior staff have been recruited over the past four 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 proactively with colleagues in the Alban Academies Trust to sustain this.

# Introduction

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, which generates income for the school and is highly popular with our local community.



As a direct result of Covid 19 there has been significant investment in Google Suite including Google Classroom, staff intranet and devices for disadvantaged students. Our development fund is targeted to drive the highest outcomes in Teaching and Learning.

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 holds joint strategic sessions with senior and middle leaders and a joint annual conference involving staff across the Trust schools takes place in 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.

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 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 Deputy Headteacher to shape the school's future development.



# Introduction

## The Senior Leadership Team

**Headteacher: Sarah Mitcherson**

**Deputy Headteacher: Jackie Smith**

**Assistant Headteacher: Steve Booth**

**Assistant Headteacher: Caroline Maddocks**

**Assistant Headteacher – English: Lucy Hyde**

**Assistant Headteacher – Maths: Louise Jesson**

**Business Manager: Marianna Ring**

## 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.



## Role

In addition to these professional duties common to all classroom teachers of the school, the Deputy Headteacher will be a member of the Senior Leadership Team and, as such, play a full part in the management of the school

**Responsible to:** **Headteacher**

**Responsible for**:
Working with the Headteacher to provide leadership in the organisation, management and development of the school, students and staff.

Precise responsibilities will be negotiated upon appointment and in conjunction with discussions with the leadership team but experience of leading teaching and learning, e-learning, curriculum design or pastoral leadership would be useful.

## Duties

**Strategic leadership and operational management**

- To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers
- The postholder will be a member of the Senior Leadership Team (SLT) of eight, which currently comprises the Headteacher, Deputy Headteacher, four Assistant Headteachers and one School Business Manager. An Associate Assistant Headteacher is also seconded to SLT each year.
- To deputise for the Headteacher, and assist, other members of the Senior Leadership Team within the school and wider community as appropriate
- All members of SLT are primarily responsible for developing the quality of teaching and learning to raise standards across the school
- Responsible for promoting and safeguarding the welfare of children and young people within the school

**Shaping the future**

- Support the Headteacher and Governors in the strategic direction of the school, planning and organising the work of the SLT
- Contribute at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, finance, staffing and other matters
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Analyse and plan for future needs in response both to national changes in education and to local developments
- Assist the Headteacher in developing policies and practice, particularly in relation to teaching and learning
- Ensure that the school's policies are consistently applied throughout the school
- Undertake new tasks and personal development within the leadership role as preparation for headship
- Lead by example acting as the key driver of development and change in a range of areas

**Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching; meticulously plan and teach engaging, differentiated and challenging lessons
- Work with the Headteacher to build capacity to raise standards through staff performance management, developing, monitoring and evaluating the quality of teaching and student achievements as outlined in the school's Pay and Performance Appraisal policy
- Alongside other Senior Leadership Team members, help manage the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, statistical analysis and target setting
- Develop and embed a shared understanding of what constitutes outstanding teaching and learning
- Develop enrichment opportunities which enhance students' overall learning experience and monitor the engagement of students in the wider life of the school
- Contribute to benchmarking and target setting for continuous and sustained improvement
- Create an environment in which staff and students take responsibility for their own learning and development
- Have responsibility for the school's policies relating to teaching and learning
- Carry out teaching duties as required

**Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to teaching and learning
- Work with the Directors of Learning and Subject Leaders to lead and motivate colleagues to develop their strategies to enhance teaching and learning
- Lead, motivate, support, challenge and develop staff to carry out their roles to the highest standards, holding colleagues accountable in their roles at all levels
- Line manage subject areas

**Developing self and working with others**

- Promote and protect the health, safety and welfare of students and staff, complying with the School's Health and Safety policy
- Participate as required in the selection and appointment of teaching and non-teaching staff

**Strengthening community**

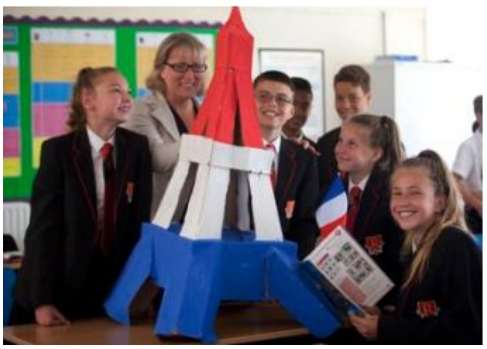
- Work in partnership with students and parents/carers to promote outstanding teaching and learning, ensuring a shared understanding of what students need to do to succeed
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Promote a culture of inclusion within the school community where all views are valued and taken account of
- Maintain the commitment of staff, students, parents and community to a shared vision for the school
- Promote relationships and work with colleagues in other schools and external agencies
- Foster and expand links with the community

**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 postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the postholder'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







# 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.**

## Person specification

| **Specification** | **Essential and *desirable*** |
|---|---|
| Qualifications | Graduate and qualified teacher<br>Further professional development in areas of leadership and management<br>*Postgraduate qualification or further studies* |
| Knowledge and Experience | At least three years' experience at senior leadership level<br>Proven record of innovation and leading change successfully<br>Understanding of current educational issues<br>Understanding of the role of Governors and parents in school development<br>Understanding of value-added and other data to support raising standards<br>Experience of teaching at all levels 11 – 18<br>*Experience of management of physical, financial and human resources*<br>*Experience of contributing to whole-school continuous professional development* |
| Personal Qualities | Passion for outstanding learning<br>Drive, sense of purpose, commitment and perseverance<br>Excellent interpersonal and persuasive skills<br>Flexibility and sensitivity to the needs of individuals<br>Excellent communication and presentation skills; oral and written<br>Enthusiasm and humour<br>Willingness to reflect on, and evaluate performance within the context of a team<br>Outstanding classroom practitioner who inspires and is respected by students<br>Resilience and relentless energy<br>*Wide range of interests* |
| Leadership | Clear vision for raising standards<br>Ability to lead by example, take responsibility and to be accountable<br>Ability to inspire and motivate those around them<br>Ability to hold people to account effectively<br>Substantial problem-solving ability<br>Ability to prioritise effectively and balance values with pragmatism<br>Intellectual curiosity |
| Philosophy | Genuine concern for students and staff and understanding of how they learn<br>Commitment to helping all students and staff to fulfil their potential |
| Aim | Potential and ambition for headship within five years of appointment |

# Application Process

## Salary

We offer a competitive remuneration package to reflect the calibre of candidate we are seeking to appoint in the range L18 – L22 (£65,310 - £71,914).

## Why apply

- An opportunity to be a 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 Keeley Biss, Office Manager/HR Officer via keeley.biss@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 Keeley Biss, Office Manager/HR Officer, keeley.biss@ridgeway.herts.sch.uk for the attention of Sarah Mitcherson, Headteacher.
5. Longlisting/shortlisting: only candidates whose applications meet the selection criteria will be invited for interview.

The schedule will be as follows:

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|---|---|
| **Tours of the School:** | **To arrange a tour please contact Keeley Biss by email keeley.biss@ridgeway.herts.sch.uk or phone 01707 351350** |
| **Closing Date:** | **Monday 12 April 2021 (10.00am)** |
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Please contact Keeley Biss, Office Manager/HR Officer, by email (above) or telephone on 01707 351350 if you have any questions.

# Application Process

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



**Advert**

# Deputy Headteacher
# Salary: L18 – L22 (£65,310 - £71,914)
# Required for September 2021

Ridgeway Academy is a member of the Alban Academies Trust (AAT), together with Sandringham, Verulam, Wheatfields Junior and Wheatfields Infants' and Nursery 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.

We opened in September 2018, as part of the Alban Academies Trust, to great excitement from our community with the aim of becoming a truly outstanding school in the future. Our motto is 'Everyone can achieve' and we are looking to appoint an outstanding person who can help us achieve our ambitions.

We can offer you:

- An opportunity to help lead the school 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 Keeley Biss, Office Manager/HR Officer keeley.biss@ridgeway.herts.sch.uk

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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.