



Clitheroe Royal Grammar School

Founded in 1554

Assistant Headteacher – Sixth Form

Leadership Pay Range L11 – L15

Required for September 2019

The Governors are seeking to appoint a well-qualified, dynamic and enthusiastic leader to the key post of Assistant Headteacher at this highly successful mixed grammar school. This is an exciting opportunity to join the Senior Leadership Team at our outstanding school.

The successful candidates will be able to demonstrate:

- a proven record of success as a leading practitioner and team leader
- vision, fresh ideas and the ability to think strategically
- a high level of communication, interpersonal and presentation skills
- motivation, commitment, ambition and the potential to reach Headship

The responsibilities will include:

- supporting the academic, pastoral and co-curricular development of our students
- monitoring and evaluating student progress and attainment
- leading and developing staff teams
- leading on whole-school initiatives

Clitheroe Royal Grammar School is a mixed selective 11-18 Academy School with 1306 on roll (including 618 in the Sixth Form). The school is a centre of excellence and one of the highest achieving schools in the country. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

Closing date: Monday 20th May 2019 (09.00am). Interviews will be held on Friday 24th May 2019.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check.



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Ref: JMK/MJW

May 2019

Dear Colleague

Thank you for your interest in the post of Assistant Headteacher at this school. Within this pack you will find the Job Description and Person Specification. There are separate links on our website to our Sixth Form Guide, safeguarding documents and the school's ICT Policy. The successful candidate will take up the post from September 2019.

If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to apply via www.tes.com. Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

If you submit an application and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

Closing date: Monday 20th May 2019 (09.00am). Interviews will be held on Friday 24th May 2019.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check.

If you have any queries, or would like to discuss this opportunity, then do not hesitate to contact me. We look forward to hearing from you.

Yours sincerely

James Keulemans
Headteacher

Clitheroe Royal Grammar School

Assistant Headteacher – Sixth Form

Job Description

Key Accountabilities

- supporting the academic, pastoral and co-curricular development of our students
- monitoring and evaluating student progress and attainment
- leading and developing staff teams
- leading on whole-school initiatives

Responsibilities

In conjunction with the Deputy Headteacher

Leadership and Management

- Oversee, with the Sixth Form Team (Senior Tutors and Pastoral Managers), the admission and effective transition of students
- Lead and manage the recruitment process, including outreach events, Open Evening, Results Days and Options Meetings for both internal and external students
- Develop a positive climate for learning, promoting high standards and an atmosphere conducive to good personal relationships
- Ensure the smooth day-to-day running of the Sixth Form
- Line manage the Sixth Form Team, Form Tutors and support staff
- Ensure that the highest standards of advice and guidance are in place to support students' ambitions
- Manage the UCAS process and develop IAG for those students considering alternatives to university
- Ensure opportunities to develop further Student Voice

Achievement and Progress

- Oversee and co-ordinate the work of the Sixth Form Team
- Ensure that students' academic progress is monitored, tracked and rigorously evaluated leading to effective intervention
- Ensure that data is used effectively to identify and respond to areas of comparative underachievement
- Oversee strategies for maintaining high rates of attendance and high standards of punctuality
- Adopt and develop the appropriate systems and policies in school to secure the welfare of students, including SEND, Disadvantaged and Vulnerable students
- Ensure a high quality of teaching and learning and encourage innovation
- Carry out lesson observations, learning walks, work scrutiny and student voice activities to monitor and evaluate the quality of teaching and learning

Building an effective Learning Community

- Provide an effective presence around the school as often as possible
- Ensure high standards of behaviour and appearance from students
- Lead and further develop the guidance and PSHE programme for the Sixth Form
- Oversee the development of the Study Skills programme alongside the Sixth Form Librarian
- Ensure a diverse enrichment programme and oversee Sixth Form extra-curricular activities
- Contribute to the training and professional development of staff

All members of the SLT are expected to

- Be a positive role model for all staff and students and lead by example in all aspects of their work
- Maintain the highest standards of integrity
- Develop and maintain a culture of high expectations
- Support other members of the SLT
- Line-manage middle leaders
- Play an active part in events and public examinations results days
- Take school assemblies and participate in lunchtime and after school duties
- Take an active part in all aspects of school life
- Supporting the Association of Friends (PTA)
- Participate in the Performance Management System as a Reviewer

Clitheroe Royal Grammar School

Generic Job Description

Title of Post: Assistant Headteacher

LPR: 11-15

Accountable to: Headteacher and Performance Management Team Leader

Line Management: An agreed number of staff

Introduction

All teachers are subject to the "School Teachers' Pay and Conditions Document". This job description should be read in conjunction with that document and the threshold standards. Job descriptions are subject to annual review and specific responsibilities will change to take account of the school improvement plan and the professional development of staff.

All teachers promote the school ethos and health and safety and contribute to continuous school improvement.

General Responsibilities

In addition to carrying out the professional duties of a teacher, the Assistant Headteacher will play a major role in:

- formulating the aims and objectives of the school
- establishing the policies through which they shall be achieved
- managing staff and resources to that end; and
- monitoring progress towards their achievement.

The Assistant Headteacher will:

- undertake any professional duties of the Headteacher reasonably delegated to him/her by the Headteacher
- contribute to the day-to-day management of the school
- support the ethos of the school and lead by example
- share responsibility for promoting high standards of attitude and behaviour among the students
- encourage the development of all students and staff and maintain an atmosphere conducive to good personal relationships
- promote good relationships between all staff and with students, parents, governors and the wider community

- keep up-to-date with major developments in education and develop specific expertise as appropriate
- ensure a high quality of teaching and learning and encourage innovation
- lead groups of staff in development activities and evaluate outcomes
- promote good teaching practice and pedagogy by contributing to continuing professional development
- assist in monitoring the quality of teaching and learning and student achievement in order to set and meet challenging and realistic targets
- attend and advise meetings of the Governing Body and its committees as required
- liaise with outside agencies and take responsibility for official statistics and returns as appropriate
- organise school events and support school functions and events
- take responsibility for some school policies, publications and bids
- contribute to school self-evaluation, improvement planning and Ofsted preparation / review
- use data to evaluate the school's achievements of its aims
- act as performance management team leader and act as line manager in assisting, supporting and monitoring curriculum areas
- teach a timetable appropriate to the level of responsibility (up to 50%)
- take action to address under-performance of staff
- take assemblies and encourage and nurture spiritual, moral and cultural education
- deputise for the Headteacher or Deputy Headteachers as appropriate
- assist with staff selection, appointments and induction

Clitheroe Royal Grammar School

Assistant Headteacher

Person Specification

**Measured by - Application – A, Interview – I
Essential (E), Desirable (D)**

	Measured By	Essential/Desirable
• QTS	A	E
• good honours degree	A	E
• clear vision of education and its purpose	A/I	E
• good knowledge of current educational issues	A/I	E
• experience of leading whole-school issues and experience of working on a Senior Leadership Team	A/I	D
• effective contribution to whole-school self-evaluation and development planning	A/I	E
• commitment to continuous improvement and a track record of successful whole school innovation / improvements	A/I	D
• outstanding teacher who can lead by example – subject irrelevant	I	E
• experience of leading a subject or pastoral area	A	E
• clarity of thought, ability to think through problems and produce solutions	A/I	E
• ability to work in a team and lead teams	A/I	E
• inspire, challenge, motivate and empower others	I	E
• proactive approach to own professional development and evidence of recent and ongoing personal professional development	A/I	E
• excellent record of health, attendance and punctuality	A	E
• stamina and resilience	I	E
• excellent interpersonal and communication skills and the ability to present to a variety of audiences	I	E
• potential to proceed to Headship	A/I	E
• well organised, excellent time management skills	A/I	E
• team player	I	E
• successful teaching experience within the 11-18 range	A	D
• good knowledge and understanding of effective teaching and learning strategies	A/I	E
• high standards and expectations of self and others	I	E
• willingness to contribute to the wider life of the School and community	I	E
• further degree / professional qualification or evidence of participation in NCSL leadership programmes	A	D
• experience of teaching in more than one school	A	D
• experience of leading in-service training for staff	A	D
• familiarity with relevant legislation eg employment, educational, health and safety, equal opportunity	A/I	D
• ability to analyse and interpret student data including knowledge of SIMS and ALPS	A/I	D
• approachable and a good sense of humour	I	D
• knowledge of safeguarding	A/I	E