



BARTON COURT GRAMMAR SCHOOL

Assistant Headteacher

L14 – L18

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1) Introduction

Barton Court Grammar School is a 11-18 years, selective, co-educational, Grammar school in Canterbury, Kent. The School is highly popular and is oversubscribed.

The school has an excellent reputation in the local community, is recognised by Ofsted as 'Outstanding' in all areas and is the lead school in the Barton Court Academy Trust. It is an extremely exciting time to be joining the school; recently the school has appointed a new Head of school to work with the Executive head teacher of the next phase of the school's development and in January the school is due to open a new multi million pound learning facility housing state of the art Science laboratories, new canteen facilities and 6 brand new Mathematics classrooms.

We are very proud of our student achievements; in 2017 students achieved 48% A*/A and 97% A*-C inc. English and Mathematics at GCSE. Our projected P8 score for 2017 is outstanding. At A level students achieved 54% A*-B with the vast majority of our students going onto prestigious university places.

Barton Court Grammar School is an innovative and forward thinking school. The school attracts many international students, Post-16, which supports our culture and ethos of developing responsible global citizens, with cultural and international awareness, who positively contribute to our school and the wider community.

Excellence in teaching and learning is at the heart of our school. In June 2017 the school was accredited as an advanced thinking school in recognition of the outstanding work we do in cognitive education. A thinking school is *'an educational community in which all members share a common commitment to giving regular careful thought to everything that takes place. This will involve both students and staff learning how to think reflectively, critically and creatively, and to employing these skills and techniques in the construction of a meaningful curriculum, both academic and pastoral.'* (Professor Bob Burden) We are extremely proud to be the only thinking school in Canterbury and East Kent and one of a few Advanced thinking schools in the UK.

We have an innovatory curriculum with all students studying a compressed KS3 and opting at the end of Year 8 for their GCSE courses. Students take the majority of their GCSEs at the end of Year 11. An individualised learning curriculum catering for the needs of learners is in place at KS4. The school currently looking for ways to further innovate its curriculum offer in the Sixth form.

The successful applicant will play a major strategic role in developing the Curriculum provision across the School, including assessment, reporting, examinations and timetabling. In addition the successful applicant will be responsible for Y11 achievement.

We are looking to appoint an experienced leader into our Senior Leadership Team to help us lead the school towards the next stage of its development and to maintain our status as an Outstanding school. A high level of commitment to our vision of excellence and high standards is required.

In return the school offers a supportive environment where leaders are challenged to develop and grow. The post would make an ideal preparation for those looking to consider Deputy Headship and beyond in the future.

Kirstin Cardus
Executive Headteacher

Ian Macaulay
Head of School

2) Assistant Headteacher

We are seeking to appoint a senior leader to the post of Assistant Headteacher: Curriculum and Achievement to join a leadership group of an Executive Headteacher, Head of School, 2 Deputy Headteachers and one Assistant Headteacher from January 2018. The opportunity to work across the Trust is available to interested candidates.

The successful candidate will:

- Be an experienced leader already contributing significantly to whole-school developments
- Be passionate about high standards and achievement and excellence for all
- Be passionate about teaching and learning
- Be an enthusiastic team player
- Be an excellent teacher

The focus of responsibility for the post will be the strategic leadership and development of the school's Curriculum, with specific leadership of assessment, reporting, examinations and analysis of data. Dependant on the experience/ aptitude of the successful candidate the role might include responsibility for timetabling, or this may be something the successful candidate takes on in the future with appropriate training. The post holder will also be accountable for Y11 achievement. The successful candidate will have the potential and desire to be active and influential across the whole leadership spectrum. As such it will provide a first rate preparation for those considering going on to Deputy Headship.

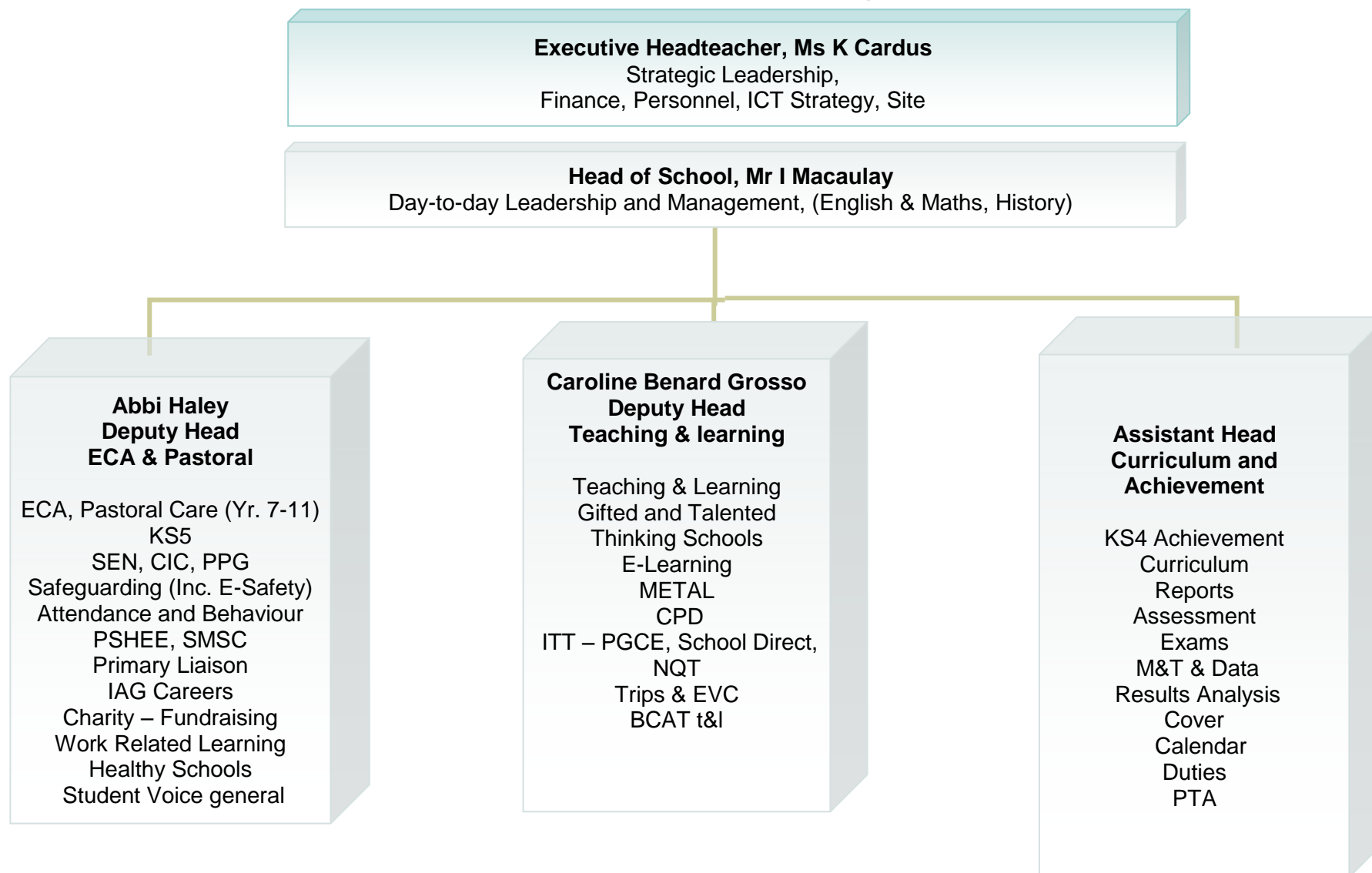
The successful candidate will:

- Have an intelligent grasp of raising standards and achievement through excellent curriculum planning, assessment, monitoring and tracking data and pupil interventions.
- Have an intelligent grasp of raising standards and achievement through Staff Development and Training and the leadership of the curriculum across the school.

The role is a fantastic opportunity to join a highly effective leadership team working directly with an experienced Head of School and Executive Head teacher. You will be joining a dynamic and friendly staff team and students who are enthusiastic and willing to learn. As Assistant Headteacher this post is key in ensuring the further developments of our school. We aim to ensure that the successful candidate will be central to all major strategic decisions and will be leading some of these, working with Governors, staff and students. Central to this role is the ability to be a secure link between the staff and the Head of School and so be able to work with the Head of School and the Executive Headteacher, in an honest and open forum, in advising on staff morale and enthusiasm.

3) Senior Leadership Team Structure

Senior Team Structure and Responsibilities



Extended Leadership Team

**Director of Maths
Anne Macrae**

**Director of English
Sarah Harding**

**Director of Ks3
Georgette Fenn**

**Director of Ks4
Dan Lintott**

**Director of Teaching &
learning
Recardo Durran**

**Director of Teaching &
Learning
Nick Harvey**

BCAT Team

**Trust Finance/Premises
Manager
Tracey Swift**

**Trust Personnel/Marketing
Manager
Roberta Light**

**Trust ICT Strategy/Projects
Manager
Marc Blake**

**BCGS DHT: T& L
Caroline Benard**

4) Job Description Assistant Headteacher

**ASSISTANT HEADTEACHER:
KS4 CURRICULUM & ACHIEVEMENT, ASSESSMENT/REPORTING, Data
Management, Examinations, Cover, Duties, Calendar
L14 – L18**

Reports to: Head of School

- 1(a) **Key Purpose:** With the Head of School and Executive Headteacher the post holder will:
- a) Share responsibility for school policies, decision-making and strategic planning;
 - b) Develop an ethos of high expectations for students and staff;
 - c) Lead on change and innovation;
 - d) Take on full accountability for key areas of the school's work, including the quality of the curriculum, assessment/reporting, student achievement at KS4, Examinations, Data/Results Analysis, Target Setting, Cover, Duties and Calendar.
 - e) Deputise for the Head of School in his absence and support him with his workload, when tasks are delegated or shared.
- 1(b) **The key focus** of this post is to ensure the highest quality of provision in curriculum, assessment/reporting, data management, examinations, timetabling, cover, duties and to ensure the highest quality of **achievement at KS4**, by:
- a) Developing curriculum leadership at KS3&4 with an emphasis on improvement and excellence for all;
 - b) Monitoring and evaluating the work of curriculum leadership at KS3 &4
 - c) Directing and monitoring the work of curriculum leaders in their use of assessment, reporting and recording to raising standards of achievement;
 - d) Accountability for line management of designated curriculum subjects;
 - e) Develop, lead and manage effective strategies to improve standards of achievement (Progress 8, Attainment 8, EBACC, E+M) at Key Stage 4
 - f) Oversee the efficiency of the School examinations
 - g) Implementing new approaches in the use of data (including quartile sub-groups) and targets to inform planning and raise standards;
 - h) Regular monitoring of student progress against school, subject and individual targets;
 - i) Analysing the outcomes of public and school examinations in order to identify trends in standards and achievement and advise the Head of School on strategies for improvement;
 - j) Develop, lead and manage effective strategies to improve the standards of cover lessons across all Key Stages
 - k) Ensure the smooth running of the school with effective leadership of cover and the school calendar

2. Areas of Responsibility and Accountability

(a) Leadership and Management

- a) Deputise for the Head of School when required and share leadership at the most senior level;
- b) Make significant contributions to meetings of the Senior Leadership Team, Extended Leadership Team, Pastoral Team and the Curriculum Team;
- c) Contribute to the operational management of the school and ensure it functions efficiently and effectively;
- d) Be a highly visible presence around the school and role-model expectations and standards to staff and students;
- e) Take full accountability for targets relating to year 11: Attainment 8, Progress 8, %EBACC, %E+M, %5+ A*-C E+M, destinations.
- f) Take full accountability for the examination results of the designated curriculum subjects (line management)
- g) Leadership of the school's Curriculum Policy at KS3&4: its monitoring, review and evaluation;
- h) Leadership of the school's Assessment & Reporting Policy; its monitoring, review and evaluation;
- i) Make a significant contribution to the Governors' Monitoring Group meetings, including appropriate documentation;
- j) Make a significant contribution to the school's self-evaluation process, including METAL, the SIP and SEF
- k) Chair the Lead Teacher meetings and be responsible for their effectiveness
- l) Leadership of the school's Examinations Team; monitoring, review and evaluation;
- m) To lead the annual school's Awards Evening, CATs Evening, Options Evenings, Curriculum Forum Evenings and Open Mornings as required
- n) Assume any other responsibilities as may reasonable be required by the Head of School

(b) Student learning and achievement

- a) Lead the annual process of statutory target settings with the Head of School and Executive Headteacher;
- b) Monitor the school's overall progress towards meeting its targets in all Key Stages;
- c) Analyse student data on performance: identify target groups, lead and manage intervention strategies; liaise with Executive Directors and Lead Teachers and produce regular updates for the Executive Headteacher, Head of School and Governors;
- d) Monitor the quality of curriculum at Key Stage 3 & 4 in line with the school's policy on teaching and learning
- e) Support the Leadership Team with the pastoral care of all students who are underachieving;
- f) With the Deputy Headteacher from BCGS (METAL) lead the cycle of curriculum monitoring to ensure the highest standards and achievement for all learners.

- g) Lead the annual process of reporting;
- h) Contribution to the Governors Committees with respect to target setting, results analysis, KS4 Achievement;

(c) **Staff Support and Challenge:**

- a) Lead and manage the work of designated curriculum subjects;
- b) Direct and support the work of the Examinations Officer and the Data Manager;
- c) Direct and support the work of the Cover administrator and the cover team;
- d) Take responsibility for the development of the Examinations Officer and the Data Manager;
- e) Take responsibility for the development Data Manager, Examinations Manager and Cover Team;
- f) As part of METAL undertake lesson observations, book trawls, student interviews, and use the outcomes to identify and promote “best practice”;
- g) Remain positive at all times and lead staff by example.

(d) **The Learning Community**

- a) Represent the school at relevant local Curriculum, Assessment/Reporting, Data, Target Setting Meetings
- b) Represent the School at PTA meetings

3(a) **Teaching commitment**

- a) To teach 23 hours per fortnight (46%)

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Head of School or Executive Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Head of School the other.

5) Assistant Headteacher

Person Specification

Qualifications and Experience

- Well qualified graduate with qualified teacher status
- Successful leadership and management of the delivery of leading edge, high quality education
- Relevant experience of leadership at a senior middle level in secondary education
- Experience of successful leadership and change management
- Evidence of continuing professional development including working towards or attainment of Leadership Pathways, NPQH or NPQSL

Knowledge, Skills and Abilities

- Excellent interpersonal skills
- Proven leadership, management and teaching skills
- Ability to identify and promote school improvement in creative and innovative ways
- Knowledge of current initiatives in education especially in terms of personalised learning and student progress
- Knowledge of current initiatives in education especially in terms of raising standards and achievement
- Ability to maintain a positive and supportive culture within The Charles Dickens School
- Competent in the use of ICT

Personal Qualities

- Positive attitude to team building across the School and a team player
- High levels of motivation and energy
- Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance
- Enthusiasm for student welfare, their success and happiness
- Be passionate about high standards and achievement and excellence for all
- Be passionate about teaching and learning
- Be an excellent teacher

The successful candidate will have experience of leading whole school improvements and raising standards and achievement in one or more of the areas below:-

- whole school pastoral care, support and guidance of a significant number of students
- whole school safeguarding, CIC, PPG provision
- curriculum developments and design in all key stages
- whole school teaching and learning and e-learning
- whole school data analysis and target setting
- whole school assessment and reporting
- whole school CPD

6) Application Process

- Closing date for applications is Monday 16th October 2017, 10am
- Interviews will be held on Thursday 19th October 2017

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should include how you meet the person specification and your skills and experience to date that make you an ideal candidate for this post. If you wish to discuss this post or tour the school please contact Mr Macaulay, Head of School, imacaulay@bartoncourt.org.uk

Please email your application to:

Mrs Roberta Light
Personnel Officer
Barton Court Grammar School
Longport
Kent

CT1 1PH

rlight@bartoncourt.org.uk

Kirstin Cardus
Executive Headteacher