



Appointment Of Assistant Headteacher (Director of Sixth Form) For September 2019



St. Olave's and St. Saviour's Schools Foundation

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Assistant Headteacher - St. Olave's Grammar School, Orpington

Job Description

Following changes to the SLT structure at the beginning of this academic year, an exciting opportunity has arisen for an ambitious, dynamic and highly capable person to apply for the position of Assistant Headteacher to join the recently appointed Headteacher in our thriving, multi-cultural school.

The Director of Sixth Form has overall responsibility for the Sixth Form at St. Olave's Grammar School. This post would suit someone with experience of being a member of a senior leadership team or an Assistant Headteacher looking to further their areas of responsibility. It is likely the successful candidate would be looking to move to a more senior role, after a suitable period, in the future.

The structure of the Senior Leadership Team from September will comprise:

- Headteacher
- Deputy Headteacher (Academic)
- Assistant Headteacher (Pastoral: Years 7 -11)
- Assistant Headteacher (Daily Routines and Timetable)
- Assistant Headteacher (Director of Sixth Form)
- School Business Manager

Accountability

The Director of Sixth Form is accountable to the Headteacher of St. Olave's Grammar School. He or she is responsible for carrying out their duties in accordance with and subject to:

- the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation, and in particular the Education Act 1996(17);
- the Instrument and Articles of Government of the school;
- The provisions of the funding agreement between the school and the EFSA;
- any rules, regulations or policies made either by the Governing Body on matters for which it is responsible or the funding agency with respect to matters for which the Governing Body is not responsible.

The Director of Sixth Form should ensure that their actions:

- are focussed on learning;
- demonstrate high quality leadership;
- reflect the highest possible professional standards;
- consistently model the values, vision and ethos of the school;
- promote an open, fair and equitable culture where individuals from all faiths, or none, are able to express their views secure in the knowledge that their opinions are valued and respected.

Main Responsibilities

The Assistant Headteacher will be required to undertake any professional duties reasonably delegated to them by the Headteacher. He/she will play a major role in school leadership under the overall direction of the Headteacher, supporting and working closely with him in the following areas:

1. Sixth Form responsibilities

- Contribute to the strategic direction of the Sixth Form and ensure adherence to appropriate policies and procedures.
- Co-ordinate the academic welfare and pastoral care of students, maintaining an overview of the progress reports, exam entry and mentoring of all students, ensuring appropriate information, advice and guidance is provided.
- Provide effective leadership for the Sixth Form team, (including Heads of Year, Assistant Heads of Year, Sixth Form Tutors and Pastoral Administrator), and line-manage Heads of Year and Assistant Heads of Year.
- Oversee the UCAS process, including applications to Oxbridge and higher education overseas.
- Co-ordinate a coherent Sixth Form enrichment programme which draws on and adds to the range of existing lectures and events.
- Manage the Prefect system, including their role in the House System.
- Ensure standards of discipline and expectations of Sixth Form students regarding dress and conduct.
- Enforce disciplinary standards in the Sixth Form and develop students' understanding of expectations with regards to behaviour.
- Advise the DSL and Deputy DSL with regards to pastoral/safeguarding concerns and the SENDCO with regards Special Educations Needs concerns.
- Oversee the admissions, recruitment and testing of external students applying for Sixth Form places.
- Oversee the Leavers' Reception and Sixth Form Ball.

2. Other responsibilities

- Help promote diversity and multiculturalism by overseeing International Links and Sixth Form led events, such as Cultural Evening and Black History Month.
- Oversight of Careers provision, including line-managing the Careers Co-ordinator.
- Co-ordinate the Jack Petchey and Rotarians Awards.
- Provide references for past students to support them in the future.
- Assist with the recruitment of staff and the support and induction of new staff.
- Supervise key events as agreed with the Headteacher, such as Cabaret and Festival.
- Support colleagues, meeting parents and engaging with pupils at the various Saturday activities, for example rugby fixtures.
- Undertake a range of specific responsibilities to be agreed in consultation with the Headteacher and SLT, and which may change and evolve from year to year.
- Teach an appropriate timetable.

3. Shaping the Future

- Create a shared vision within the context of a top performing Grammar School.
- Support the mission statement focusing on scholarship, high aspirations and excellence, alongside diverse cultural opportunities and a strong set of values.
- Articulate and model the core educational values and moral purpose of the school.
- Develop a strategic plan to sustain improvement.
- Inspire, challenge and empower colleagues and to carry the vision forward.
- Consult on, formulate and review policies and lead on their implementation to support the school vision, including ensuring policies are reviewed at the correct time and through the relevant Governing Body Committee.
- Set ambitious targets, aims and objectives, and monitor progress towards them.
- Think creatively to anticipate and solve problems.
- Lead on change and innovation, including the use of appropriate new technologies, with clear planning and project management for implementing change.

4. Managing the Organisation

- Provide effective organisation and day-to-day management, seeking improvements based on good evaluation and wider knowledge of alternative structures.
- Deploy and manage resources to provide an outstanding learning environment.
- Promote autonomy through distributed leadership and management.
- Develop and monitor peoples' roles to build capacity and achieve best value.
- Ensure that staff are treated equitably and sensitively to promote personal well-being, motivation and effective working relationships.
- Ensure that decision-making is informed and based on sound analysis and priorities.
- Sustain a safe, secure and healthy school environment.
- Ensure compliance with legal issues relating to safety, security, access, use of school facilities, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation.
- Collaborate effectively with other organisations.

5. Personnel and communications

- Build a professional learning community where colleagues feel valued and supported.
- Challenge and motivate others to attain high goals, empowering individuals and shared leadership.
- Foster an open, fair, equitable culture and manage conflict.
- Collaborate and network with others within and beyond the school.
- Sustain the excellent public image and reputation of the school.
- Consult and communicate with the Governing Body, staff, pupils, parents and carers.
- Work closely with and support parent groups and others who are working to generate additional income.
- Promote good models of school, home, community and business partnerships, building on the work of other agencies to support wider opportunities for children's learning.
- Engage in dialogue; listen to, reflect and act on community feedback.
- Attend major school events, functions and Governors Meetings.

6. Securing Accountability

- Be accountable to pupils, parents, carers, governors and the LA for the success and celebration of the school's performance.
- Demonstrate political insight and be aware of statutory educational frameworks, obligations and trends.
- Promote the school's values so that the moral, social, emotional and cultural development of all its pupils enables them to play their part in establishing a fair and equitable society.



Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The successful candidate would be expected, and actively encouraged, to look critically at all areas of the job and bring their own experience, ideas and expertise to the role.

Person Specification

Qualifications and experience	Essential/Desirable	How identified <i>A application</i> <i>C certificates</i> <i>I interview</i> <i>R reference</i>
Graduate with Qualified Teacher Status.	Essential	A,C
NPQSL or NPQH.	Desirable	A,C
Post graduate qualification.	Desirable	A,C
Evidence of preparation for leadership through Continuous Professional Development.	Essential	A, R
Experience in secondary school(s) as a middle leader, member of a senior leadership team or Assistant Headteacher.	Essential	A, R
Experience of having secured outstanding and sustained student progress through their own teaching or leadership.	Essential	A, R, I
Willingness to be involved in the co-curricular life of the School.	Essential	A, R, I
Previous experience or evidence of a comprehensive understanding of education in a culturally diverse setting.	Essential	A, I
Personal experience of: <ul style="list-style-type: none"> • Motivating, inspiring and leading staff. • Safeguarding and promoting the welfare and wellbeing of all pupils. • Strategic development planning and self-evaluation. • Raising standards in learning and teaching and improving outcomes. • Developing effective teams. • Managing a demanding workload, whilst remaining professional and calm under pressure. 	Essential	A,R,I

Personal experience of developing effective and sustainable relationships and securing respect and credibility when working with the school and wider community and other external partners and organisations.	Essential	A,R,I
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Personal Qualities	
<ul style="list-style-type: none"> • Strong presence around school. • Motivated to work on behalf of others. • Takes pleasure in being part of a team. • Willing to lead and take difficult decisions. • A good listener. • Resilient with a good sense of humour. • Excellent organisation skills with a sense of when to delegate and when to muck in. • Able to multi-task and get the job done. • Emotionally intelligent across a broad community. • Optimistic and realistic. • Strong personal values of integrity, honesty, understanding and forgiveness. 	I



Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people.

Application Procedure

Further information on St. Olave's Grammar School can be found via the School's website: www.saintolaves.net

Candidates wishing to find out more about the post, the school and the area are invited to talk informally to the Headteacher; a mutually convenient time can be arranged by calling 01689 820101 or emailing ttaylor@saintolaves.net.

Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential.

Closing date for applications: **9:00 am on Monday 25 February 2019.**

Receipt of application will be acknowledged by e-mail.

Interviews will take place on **Friday 1 March 2019.**



Appointment Process

Applications will be short listed for interview. If you are successful, you will receive either a telephone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are selected.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-Employment Checks

The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of whom should be your current Headteacher or employer. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Undertake an Enhanced DBS check, and receive appropriate clearance.
- Complete a Medical Declaration of fitness to undertake the duties of the role.

