

Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

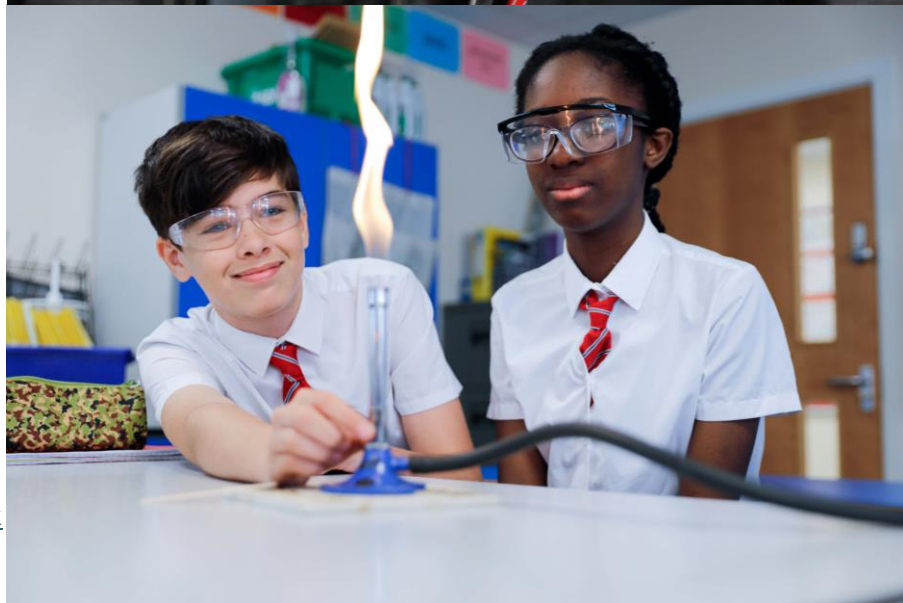
RAISING STANDARDS LEAD (SITE)

Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries: eselson@robertclack.co.uk



Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: www.robertclack.co.uk

Please submit completed applications either by e-mail to: eselson@robertclack.co.uk or through submitting an application on the vacancy which is posted on the TES website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Emma Selvon on 020 8270 4200 x 3308 or on the above email address.

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 8am on Thursday 29 February 2024.

Interviews to be held: To be confirmed.

Commencement date in post for successful candidate: September 2024.

Advertisement

Raising Standards Lead (Site) (Associate Senior Leadership Team)

SALARY: Main Pay Scale/Upper Pay Scale (Inner London) plus TLR1b of £11,410 per annum

APPOINTMENT:

We are seeking to appoint a dynamic and enthusiastic leader to join our School from September 2024. Following the opening of a third site in September 2020, Robert Clack School is continuing to expand. We have an established Senior Leadership Team and are looking to welcome a new member to strategically and operationally lead on raising attainment at one of our three school sites.

Your role will be to focus on the students, often at the end of a key stage, who are struggling to make progress and who need additional help to achieve the outcomes they need and want. These students can be of any ability and can change throughout the year. You will need to have a laser-sharp focus on these students and ensure that they achieve the best outcomes that they can. You will report to the Head of School (site) and the Assistant Headteacher (Progress Lead).

Our School prides itself on teamwork and achievement. Candidates must have significant curriculum and/or pastoral leadership experience, as well as experience of teaching at Key stages 3 to 4. You must demonstrate a commitment to delivering high quality teaching and learning, whilst promoting and striving for outstanding progress and attainment for all.

The suitable applicant must possess the following:

- a record of good and/or outstanding teaching and of securing high levels of pupil progress;
- successful experience and good subject knowledge, preferably at all Key Stages;
- current or previous pastoral experience;
- knowledge of effective strategies for achieving high standards of discipline at whole school level to secure excellent academic progress;
- a commitment to working collaboratively with colleagues, parents, governors and outside agencies;
- experience of the strategies available for improving the teaching and learning, attainment and progress of pupils at all levels of ability and development stages;
- Experience of successful leadership and motivation of other members of staff;
- Experience of being a middle leader;
- Exceptional interpersonal and organisational skills;
- Qualified Teacher Status;

Robert Clack School of Science is one of the most successful schools in the UK and is soon to become one of the largest schools in the UK.

Reasons to join us:-

Our Pupils: The exemplary behaviour of our pupils is always commented upon by visitors to our school. Our pastoral system is second to none, reinforcing the values and ethos of the school. Pupils understand the importance of mutual respect, compassion for others, discipline, hard work, high expectations, and aspirations.

Success: We are hugely oversubscribed with a large Sixth Form. Through our provision of a broad and balanced curriculum, and an extensive range of extra-curricular opportunities, our pupils achieve excellent academic, social and cultural outcomes, despite living in an area of significant disadvantage. At the end of Year 13, our pupils go on to top University destinations, including Oxford and Cambridge. Many have progressed to employment via apprenticeships or in a variety of industries.

Working Conditions: Our pupils need the best quality teachers in the classroom and we support our teachers through enhanced PPA time, minimal bureaucracy, supportive departments, pastoral teams and the leadership team.

Professional Advancement: We believe in training, developing and supporting teachers and support staff. Many of our teachers trained at Robert Clack; a number are former pupils of the school, including the Headteacher. We have a Silver award for our CPD from the Teacher's Development Trust, Investors in People Bronze award and the one time that we entered the Sunday Times Best Public Sector Company we were ranked first for Leadership, My Company and Personal Growth. If you are ambitious, motivated and above all an excellent teacher, there are plenty of opportunities for you to develop at Robert Clack School.

HOW TO APPLY:

To view more information about Robert Clack School, please take a look at the school website. If you would like to apply for this position please refer to the Job Description, Person Specification and download the application form which is available with the TES. Please submit your completed application form via the TES or to: eselson@robertclack.co.uk

CVs only will not be accepted. They will only be accepted if accompanied by a completed application form.

Job Description



Job Title:	Raising Standards Lead (Site)
Working Hours:	Full-time teacher, 195 days per year
Department:	Associate SLT / Teaching Staff Department
School:	Robert Clack School
Reports to:	Head of Site / AHT (Progress Lead)

Job Summary

The Raising Standard Leads (Site) will support the Executive Headteacher and Head of Schools in:

- Communicating the school's vision compellingly and supporting the Executive Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

This is a senior post within the school's staffing structure, which carries with it, membership of the Associate Senior Leadership Team. The role will involve promoting the school's ethos and values, supporting the day-to-day operations of the school and reinforcing positive relationships with pupils, parents and colleagues.

The Raising StandardS Lead (Site) will be required to meet the general requirements of the post as specified in the School Teachers' Pay and Conditions Document and will have a maximum teaching commitment of 70%.

They may also be required to undertake any of the duties delegated from the Executive Headteacher or Head of Schools in their absence.

1. Purpose of the Job:

- To improve pupil progress, culminating in outstanding Year 11 outcomes, on a specific School Site.
- To focus on the students, often at the end of a key stage, who are struggling to make progress and who need additional help to achieve the outcomes they need and want. These students can be of any ability and can change throughout the year. To have a laser-sharp focus on these students and ensure that they achieve the best outcomes that they can.
- To ensure that all pupils develop excellent learning behaviours by leading on the implementation of the Raising Standard/Achieve Excellence Programme (AEP) on a School Site.

2. Main Activities:

Raising Standards Lead (Site)

- To communicate a clear moral purpose and articulate a wildly important goal (WIG) that is understood by staff, students, families and governors.
- To form a Core Team and have a timetabled meeting regularly to check progress against the WIG and lead measures.
- To maintain a detailed overview and understanding of the school data and ensure that target pupils are identified and that the list of target pupils is regularly reviewed and updated.
- To ensure intervention, mentoring (both AEP and Pastoral) and other action takes place effectively.
- To coordinate SLT intervention meetings, support with coordination of Form Tutor Mentoring and lead on site year group progress meetings.
- Working with the SEND lead, ensure that SEND pupils are supported to develop their learning behaviour and receive AEP mentoring where appropriate.
- To support middle leaders (including HOYs) in setting challenging and appropriate WIGs and help maintain the focus on those goals, removing distractions if necessary.
- To review and monitor school and departmental attainment improvement plans to address weaknesses and build on strengths. This will include post exam analysis meetings.
- To conduct a “pre-mortem” to identify and then mitigate risks to outcomes in all areas.
- To enable people to find “lead measures” to help them know where to put their weight.
- To interrogate historical data and identify strengths and weaknesses that inform planning.
- Work with the LLC and Senior Pastoral Lead to understand both the pastoral and academic issues around individual students.
- Responsible for holding other (middle) leaders, year teams or subject specialists to account for their and their team’s work on raising achievement.
- Lead individuals and teams to regularly review actions and identify innovations that will further improve outcomes. Assist in drawing up plans that will contribute to achieving the WIG.
- Use appropriate displays (scoreboards) and tools (e.g. the Horsforth Quadrant) with different audiences to ensure consistency of understanding and bespoke strategies.
- To be fully conversant with PiXL strategies and to lead others through their effective implementation, identifying benefits and potential pitfalls and making them fit the school context.
- To create a culture of positive support and encouragement amongst the staff and students. Motivate staff and students alike through presentations and innovation.
- To attend PiXL National Conferences where required and meet with the Associate as well as recommend others who may attend.
- Support with the design and development of the AEP curriculum.
- Quality assure and improve the effective implementation of the AEP curriculum.
- Support with the training teachers and form tutors to deliver the AEP curriculum.
- Ensure that the LSC is used effectively to support pupils who are completing placements there.
- Line manage learning mentors and LSC lead on a School Site.

Organisational management and school improvement

Under the direction of the Executive Headteacher and/or Head of School/s, the Raising Standards Lead (Site) will;

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context

- Make sure these school improvement strategies are effectively implemented
- Be responsible for completing the self-evaluation of the pastoral systems on the site they are based.

Operation of the school

- Tour the school site regularly each day to ensure that the Robert Clack School ethos is maintained. Take necessary action to correct areas of concern.
- Participate in lunchtime, before and after school duties.
- Assist with the arrangements for school events and meetings. These include Parents' Evenings, New Intake Evening, Open Evening and Options Evening and Presentation Evenings and other school productions.
- Ensure that you can be available for some out of term activities/events that require an SLT presence i.e. the publication of examination results.

Staff Management and Professional Development

- Line manage middle leaders, including carrying out performance management reviews and meeting regularly to ensure accountability for performance.
- Ensure staff have access to appropriate, high standard professional development opportunities.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Keep up-to-date with developments in education and educational policies.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities, Responsibilities and Governance:

- Comply with the School's policies and procedures, including those regarding Safeguarding, Data Protection, Equalities and Diversity and Health & Safety.
- Comply with the competencies and standard requisites agreed by the Council and School as relevant to your post.
- Comply with the Data Protection Act 1998 and UK GDPR (all employees of the Council and School will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.
- Ensure that the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work with, and report to the Head of Schools, Executive Headteacher and Governing Body as appropriate.
- Work successfully in partnership with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Executive Headteacher and/or Head of Schools within the grading level of the post and the competence of the post holder.

Person Specification

Post Title:	Raising Standards Lead	Grade:	TLR1B
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Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	<ul style="list-style-type: none"> Lead by example, emulating the School's aims and values. Experience of being a middle leader. Experience of successful leadership and motivation of other members of staff; Subject Leadership experience and / or pastoral leadership experience Subject Leadership experience <u>and</u> pastoral leadership experience Knowledge of effective strategies for achieving high standards of discipline at whole school level to secure excellent academic progress. Able to teach to a good or outstanding level, leading to high attainment and progress. Successful experience of, and a good subject knowledge of teaching, preferably at all Key Stages (3, 4 and 5) 	Application form, interview and task at interview	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	X

Professional Relationships	<ul style="list-style-type: none"> Able to lead and manage staff, while working effectively and supportively within a team. An effective, inclusive and co-operative leadership style that inspires confidence and collegiality in those they lead and support, which also motivates and encourages staff. Excellent verbal and written communication skills when dealing with pupils, parents, visitors, colleagues and external agencies. Ability to engage, enthuse and motivate pupils to provide a positive learning experience. Work in accordance with the school's ethos, policies and strategies, and promote the school's ethos in the school and local, wider community. Ability to deliver staff training and to undertake and support the professional development of other teachers. 	Application form and interview	X X X X X	
Safeguarding and Equality & Diversity	<ul style="list-style-type: none"> A commitment to the safeguarding and welfare of children. Commitment to ensuring that all children are given the opportunities to achieve to the best of their abilities and to be confident, caring individuals. Commitment to Equal Opportunities and Diversity. 	Application form and interview	X X X	

