



NORTHSTOWE SECONDARY COLLEGE
HEAD OF SCHOOL
INFORMATION PACK

www.northstowesc.org

www.swaveseyvc.co.uk

www.cmatrust.co.uk

www.northstowe.com

Dear Applicant,

Thank you for taking an interest in our post. We wish to recruit an Assistant Headteacher from September 2019 to join the team preparing to open the new secondary school in Northstowe, which will be part of Cambridge Meridian Academies Trust (CMAT).

The successful candidate will:

- Have a passionate and uncompromising commitment to pupil achievement
- Be a believer in the potential of young people, with a mind-set that all children can experience success
- Possess outstanding communication skills and personal integrity
- Be open to collaboration between all schools on the Northstowe Education Campus.

You must be able to support the Head of School to establish an infectious and confident culture of achievement among students and staff that promotes excellence, inclusion and high expectations, providing a secure foundation from which to achieve high standards in all areas of the school's work.

This new post holder, as part of a small school leadership team, will secure the commitment of the growing wider community of the school by developing and maintaining effective partnerships with, for example, other local schools, community organisations, partners and employers. The school will build a reputation of excellence and opportunity as the school of first choice within its catchment.

A commitment to working as part of a wider team is at the heart of our educational improvement philosophy and we can offer the successful candidate the opportunity to grow and develop, supported by our outstanding leaders from across the Trust.

Our ideal candidate will have a commitment to and a belief in the CMAT core values:

- Achievement for All
- Valuing People
- A High Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning

I hope that, when you have considered the information provided in the information pack and on the TES (SVC) microsite, and visited Swavesey Village College's, Northstowe Secondary College's and CMAT's websites, you will make an application for this post. Do not hesitate to contact us (cnewman@swaveseyvc.co.uk) if you wish to visit before making an application, you are very welcome.

Applications should be submitted by 9am on 7th January 2019 using the TES application form. Your application should contain a letter of application (also called a supporting statement) of no more than 2 sides of A4 (or approximate equivalence within the application form) outlining why you feel that you fit the requirements of this post.

I look forward to hearing from you.

Yours faithfully



Andy Daly
Executive Principal
Swavesey Village College and Northstowe Secondary College (planned to open 2019)

Northstowe Secondary College

Assistant Headteacher L11 - 15

ADVERT

Start date September 2019

We are looking for an energetic, passionate and hardworking Assistant Headteacher to join our New Senior Leadership Team at Northstowe Secondary College.

Applicants must be able to teach English, Maths, Science, Geography or MFL due to the teaching demands of a small start-up school.

Northstowe Secondary College is a brand new secondary school at the heart of the Northstowe Education Campus, due to open to Year 7 in September 2019. The College will become the cornerstone of the Northstowe Learning Community, which will in time include a primary school, a special educational needs school and a sixth-form college. The new secondary school will feature state-of-the-art facilities for science, catering and hospitality, the arts, sports and leisure, forming a comprehensive offer for our students and also our local community.

It is an exciting time to join our team as we embark on the journey to provide world class education to the developing community. You will be part of an experienced team that is creating an inclusive, innovative and aspirational learning environment for the young people and families it serves.

This position would be equally suitable for those wishing to take a step up from middle management or someone with previous experience as an Assistant Headteacher.

Our ideal candidate will:

- Have a passionate and uncompromising commitment to pupil achievement
- Be a believer in the potential of young people, with a mind-set that all children can experience success
- Possess outstanding communication skills and personal integrity
- Be open to collaboration between all schools on the Northstowe Education Campus.

Senior leaders at Northstowe Secondary College can look forward to a high quality job package and a wide range of CPD opportunities offered by our trust and its teaching school status, along with promotion opportunities within the wider family of CMAT schools.

We can offer you

- A post with the potential for future progression both within this role and the wider trust
- The support of the wider trust network of experts and access to informal and formal professional development.
- A successful teaching school within the CMAT trust and with a strong track record of staff development
- Employee Assistance Programme to help support you in everyday life as well as career decisions

- Northstowe Secondary College will be a brand new state of the art building, which will afford us an excellent working and learning environment.

We encourage contact before interview and these can be arranged by contacting Jo Gent, PA to the Executive Principal jgent@swaveseyvc.co.uk or 01954 234438.

If you would like to join a new school, working very closely with Swavesey Village College, with a commitment to provide an excellent learning experience and outstanding pupil progress, please click on the link to apply for this post:

For further information, please visit our website (and that of our sister school Swavesey Village College) at:

www.swaveseyvc.co.uk

www.northstowesc.org

www.cmatrust.co.uk

www.northstowe.com

or if you want to visit us contact Claire Newman cnewman@swaveseyvc.co.uk, recruitment administrator, or telephone 01954 234461.

The closing date for applications is Monday 7th January. Please note that we do not accept CVs.

NSC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that the post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.

JOB DESCRIPTION

TITLE AND GRADE OF POST: **Assistant Headteacher, L11-15**

Applicants must be able to teach English, Maths, Science, Geography or MFL due to the teaching demands of a small start-up school.

OUR VALUES

We are committed to the pursuit of excellence

- There is a culture of continuous self-improvement, informed by systematic benchmarking against the best practice nationally and internationally, and modelling of our best practice for, and in, other schools.

We value people

- There is a single-minded commitment to value and know every student, engage with parents and develop all of the staff.

We are committed to the achievement of all

- 'Every Child Achieves' (our 100% philosophy) in recognition of the links between genuine access to achievement, self-esteem, progression and motivation.

We provide a high quality learning environment

- There is a recognition that schools need to remodel themselves in terms of workforce, team structures, use of ICT and resources to focus on the individual and specific needs of every child.

We extend the boundaries of learning

- The school is committed to offering a 'whole education' ensuring that all students benefit from an enhanced curriculum offer including Pledges, a variety of both local and international trips and competitions, and a challenging and interesting SMSC provision.

PURPOSE OF JOB

To assist the Head of School with the overall leadership, management and development of the College.

CONTRACT TERMS AND DUTIES

This job description should be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document.

ACCOUNTABLE FOR

Specified Senior Tutor(s) within our combined House structure, specified Cross Curricular Coordinator(s) and specified Associate Staff and specified areas of whole school responsibility.

ACCOUNTABLE TO

The Executive Principal / Head of School as appropriate,

STRATEGIC RESPONSIBILITIES

- Support the Senior Leadership Team and Governors in establishing a vision for the future of the school and partnerships; demonstrating inspirational leadership and creativity
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with national and local initiatives
- Contribute to the identification of key areas of strength and weakness in the school
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues
- Promote a culture of team work, in which views of all members of the school community are valued and taken into account
- Lead, as appropriate, in partnership activities beyond the College
- Contribute to the self-evaluation of the school
- Work positively and proactively with staff, students, parents and governors to deliver (realise) the vision and the values of the school.

The specific responsibilities of the role will be determined by the skills of the successful candidate and the needs of the school.

SPECIFIC TASKS (Likely to include)

- To promote and lead the specified areas of innovation as appropriate
- To be a key member of the Leadership Team, contributing to the leadership, management and development of the College
- To deputise for the Head of School and take responsibility for the everyday running of the College in their absence
- To attend all Leadership Team meetings, supporting the work of the Executive Principal and Head of School in the leadership, management and development of the College
- To adopt a visible presence around the College site, ensuring high standards of uniform and behaviour are maintained by all students both in and out of lessons
- To undertake a share of daily Leadership Team duties including on-call, lunchtime and after school
- To deal on a day-to-day basis with students at risk by completing paperwork, including referral forms, as appropriate and liaising with external agencies when required

- To communicate high expectations to students during assemblies by contributing to the termly assembly rota
- To attend relevant Governing Body Meetings
- To line manage a specified Senior Tutor, ensuring that their team of tutors and associate staff are well managed, effectively led and focused upon high quality provision and outcomes
- To line manage specified Cross Curricular Coordinators, ensuring that their areas of responsibility are well managed, effectively led and focused upon high quality provision and outcomes
- To take part in the annual College cycle of performance management, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisal system
- To take on specified Whole School responsibilities as part of the Leadership Team
- To undertake any other tasks as reasonably required by the Head of School

**ASSISTANT HEADTEACHER
 PERSON SPECIFICATION**

Specification	Essential	Desirable	Evidence
Qualifications	Good honours degree Qualified teacher status	Post graduate qualification	Application form
Teaching experience	Successful teaching experience in 11 – 16 environment	Experience of teaching across the age and ability range	References & lesson observation & interview
Philosophy	Commitment continuous improvement and one’s own professional development. Commitment to ‘Every Child Achieves’ and 100% Philosophy of CMAT. Commitment to sharing best practice. Belief in the positive difference high quality education opportunities make to people’s lives.		Application letter & interview
Leadership and Management	Excellent track record as senior/middle leader who is: <ul style="list-style-type: none"> • Experienced in dealing with pastoral matters at this level • Passionate about education and teaching • Are eager for further professional development and promotion • Leads by example, communicates vision and inspires stakeholders • Dynamic, effective and efficient manager • An energetic, optimistic, positive and courageous practitioner • Someone who remains calm in adversity and is able to diffuse stressful situations • Good-humoured, honest and consistent 		Application letter and interview

Professional knowledge and understanding	<p>Ability to empathise with and understand the needs of 11-18 year olds.</p> <p>Awareness of how to use comparative data for benchmarking target setting and monitoring.</p> <p>Understanding of the pastoral role within schools and the work of external agencies.</p> <p>Ability to maintain confidentiality of pupil information.</p>		<p>Application letter & interview</p>
Skills attributes and personal qualities	<p>The interpersonal skills to communicate effectively and professionally with staff, students, parents and others.</p> <p>Ability to create a happy, challenging and effective learning environment.</p> <p>Ability to inspire the confidence of students, parents and colleagues.</p> <p>Ability to give and receive effective feedback and act to improve own performance and that of others.</p> <p>Ability to explain ideas clearly and succinctly.</p> <p>Competent user of ICT.</p> <p>Willingness to ask for advice and support where necessary.</p> <p>Self-motivated with a positive can-do attitude.</p> <p>Ability to work as part of a team responsible for supporting the process of teaching and Learning.</p> <p>Ability to work to deadlines and under pressure.</p> <p>Excellent attendance and punctuality record.</p>		<p>References & interview</p>

OTHER INFORMATION ABOUT NORTHSTOWE SECONDARY COLLEGE

Northstowe Secondary College - Staffing Plans and Implementation

Background

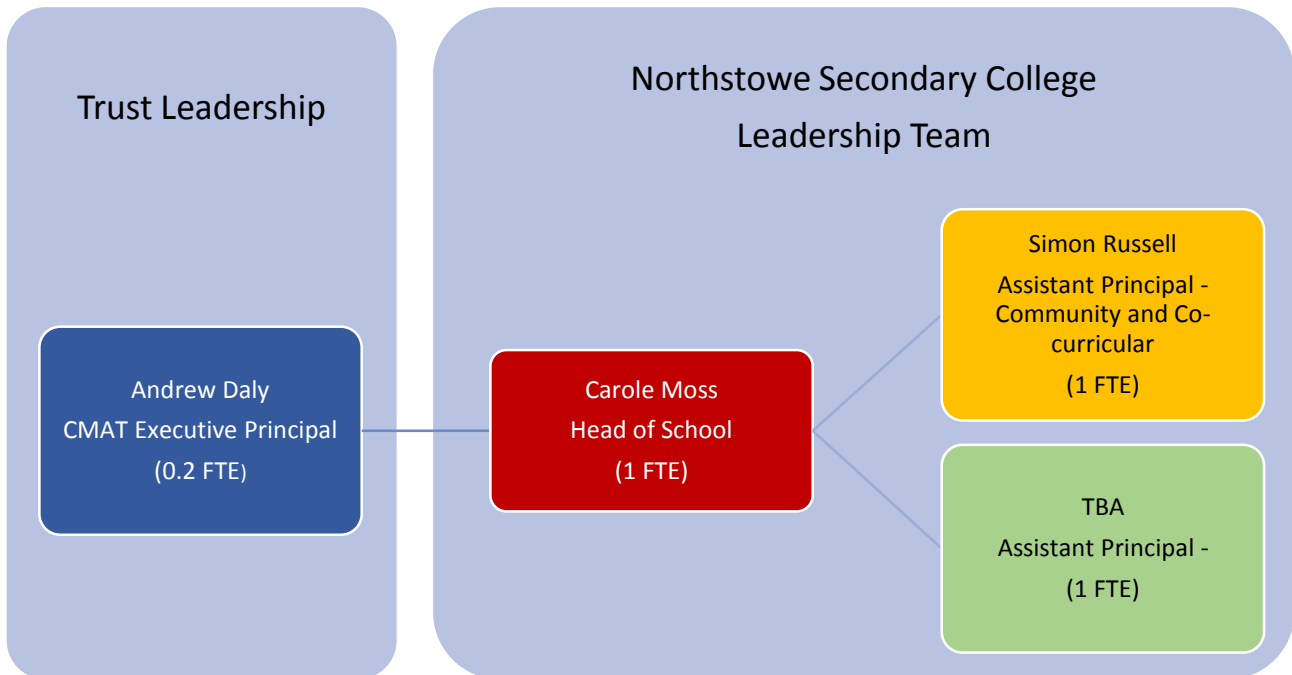
Northstowe Secondary College is a new 11-16 Secondary College, co-located with a 400 place sixth form (opening 2023), 110 place SEN School (opening January 2020), Primary school and Nursery School (opening in later phases). The Secondary College will open to Y7 only in September 2019. This first intake and all future intakes will be drawn from the new town of Northstowe and the village of Longstanton.

Cohort size

It is expected that 80 – 120 students will be in the first cohort of Year 7 in 2019. Based on these numbers and previous demographic projections we are planning for between 3 and 4 classes when we open in September 2019.

Leadership

We have already appointed a Head of School for Northstowe, Carole Moss. The Head of School, Executive Principal (Andrew Daly) and Local Governing Body (LGB) are now planning the next phase of recruitment for staffing at Northstowe. Simon Russell, who has already significantly contributed to the development of the community integration at Northstowe will move from his role as Director of School and Community Sport across SVC and NCA to being permanently based at Northstowe as a member of leadership team. There will also be a need to recruit one additional member of the leadership team at Northstowe for September 2019.



With only four Year 7 teaching groups there is no justification for any TLR positions in the first phase of Northstowe. It is the intention of the Governors and Trust to appoint staff who will be able to contribute to the development of the College at Northstowe. Staff from Northstowe will work with colleagues in North Cambridge Academy and/or Swavesey Village College, working within wider specialist teams to share subject specific practice and pedagogy.

House and Academic Mentoring Structure

Northstowe is due to grow to ultimately a school of 1800 students. At full capacity there will be 8 houses, these will grow over time with new houses being added when key total school numbers are reached. For the initial 4FE school of 600 Students there will be 3 houses, these will exist from the opening of the school and will be based around the initial House Offices that are located in the Science, Technology and Arts areas.

For the first year with year 7 only there will be one Student Support Assistant (SSA) appointed to support the students of all of the houses.

The initial student body will be allocated to the three houses and within each house to one or two tutor groups depending on the total number of students in the school. Over time these initial Year 7 tutor groups will break down to become vertical groups when subsequent years join the school from 2020. The Tutors will work with their College Leadership Team link to support the students in their form and House. Each Tutor will have

an hour a week to support the students in their form and provide academic mentoring and support through both tutor time and dedicated 1:1 meeting time.

Teaching Staff

The following table identifies the initial staffing hours for delivering an identical curriculum to SVC. This is still subject to review pending the Head of School’s start in January and her review of the curriculum model.

Teaching hrs - 3 Classes	Teaching hrs - 4 Classes	Staffing FTE	Subject Area
3	4	0.2	Computing and IT
6	8	0.4	Drama / Dance / Music – Linked to SVC
3	4	0.2	Technology
6	8	0.4	Geography
9	12	1	Maths
9	12	1	Science
3	4	0.2	Art – Linked to SVC
9	12	1	English
9	12	1	Ast. Pr - PE / Food, Health and Development
9	12	1	Head of School - History & Ethics
9	12	0.6	MFL
		0.2	SENCO

On this curriculum model the recruitment of the vacant Assistant Principal post will need to meet the teaching hours of one of the subjects highlighted in yellow due to the small amount of teaching time of each subject with the size of cohort projected. The green denotes staffing already appointed. The blue denotes teaching hours already allocated due to existing capacity and appointments.

Recruitment / Selection Process

The Head of School and Northstowe LGB will be take a lead in decision making for the creation of the new team of staff at Northstowe. Where there are 1 FTE posts to fill in English, Maths and Science there will be a process whereby existing CMAT staff at Swavesey and North Cambridge can express an interest in these roles and will subsequently have an interview and be observed teaching in their own setting by the Head of School. The Head of School and Governors will then make the final decision about appointments, in consultation with the Executive Principal.

The remaining part time posts will be filled in discussion with Senior and Middle Leaders at North Cambridge and Swavesey to ensure that staff are capable and confident to work and lead across two sites.

Timeline

Action	Date
Staffing Plans Published and Expressions of Interest requested	12/12/18
Expressions of Interest for Full Time posts submitted	7/1/19
Assistant Principal post advertised	14/12/19
Assistant Principal post closing date	7/1/19
Assistant Principal Interviews	TBA
Expressions of Interest Interviews and Observations for Full Time teaching roles	w/b 21/1/19
Teaching Staffing Finalised for Northstowe Secondary College	2/3/19
Support Staff recruitment	Post Easter 2019

Here are the Letters sent to Parent & Carers explaining changes at SVC/Northstowe over the last year.

Dear Parents and Carers,

As many of you may be aware, Swavesey Village College (SVC) won its bid (in 2007) to open a new secondary school in Northstowe. I am writing to you with updates on this development, including changes to the leadership and the staffing model that we will be putting in place to support the Swavesey and Northstowe schools going forward.

Development of Northstowe Education Campus

Swavesey remains a very popular and oversubscribed school, and every year we have managed to ensure a place for each child living in our catchment area, more recently accommodating for the growing number of 11-16 year olds by increasing capacity through the major building work that was completed in 2015. With current in-catchment projections showing a short-fall of places by 2019, the Local Authority (Cambridgeshire LA) is moving the Hatton Park Primary School (Longstanton) catchment to Northstowe.

1. The Northstowe Secondary school will open in September 2019 for Year 7 only - all children in older years will continue to come to SVC. As the 2019 Year 7 cohort moves up through the school they will be joined by anyone who moves into Northstowe or Longstanton in their year or below.
2. This means there will be ample space at SVC for children currently living in our other catchment villages, based on the most recent numbers from our partner primary schools.
3. Northstowe Secondary school will grow as a partner to SVC as part of CMAT (Cambridge Meridian Academies Trust). We will provide the same excellent level of education that is on offer at SVC, to this new community.
4. In 2007 we were also asked to provide the Post-16 provision at Northstowe. This will be open to students from both SVC and Northstowe. Students will be able to apply from other schools. This school is expected to open by 2024, if not before.
5. Last year, CMAT was successful in applying to open a special needs free school on the Northstowe campus for September 2019. We recently appointed Mary Rayner, the former OFSTED National Lead for Special Educational Needs (SEN) and Headteacher of the Harbour School, as the Executive Director of SEND to lead on this development.

6. Keir has been appointed as the design and build contractors for Northstowe and we are currently working with them on developing the design of the school.

Evolving staffing model

Setting up a school from scratch will prove an exciting time and will have many clear benefits to SVC. The economies of scale from running two closely linked schools should be significant, with SVC more protected from some of the cuts that other school may have to make in these challenging financial times.

We have already benefitted from being able to recruit and retain excellent staff through our close working relationship with another of the CMAT schools, North Cambridge Academy. This has included being able to appoint, both internally and externally, significant subject expertise in Science, Maths, Sport and SEN, with the senior leaders of each of these areas working across the two schools and leading to very positive outcomes.

As we establish Northstowe Secondary school we would expect to see this model expand, and that staff with strong subject and curriculum expertise able to progress their careers with roles across this close family of schools. We will also see staffing levels increase at SVC because, in the initial years of growth at Northstowe, staff will work across both schools, resulting in one larger team with a greater range of knowledge and experience to draw upon.

Leadership at SVC and NSC

In order that we can make the most efficient use of resources, and ensure that the education provided at Northstowe is of the same high standard as SVC, I have been appointed as Executive Principal to oversee the two secondary schools. I am currently involved in the design process for the Northstowe site and in designing the staffing requirements across the exciting partnership.

The leadership structure across the schools is being planned to ensure that strong operational leadership and curriculum teams will be in place at both SVC and Northstowe. Jim Stavrou was appointed as Headteacher at SVC in March 2018 and Carole Moss was appointed as Head of School Northstowe Secondary College from January 2019.

Thank you for taking the time to read this letter and if you have any questions please do not hesitate to get in touch.

Kind regards,

Andy Daly
Executive Principal