



# CENTRAL FOUNDATION BOYS' SCHOOL

ASSISTANT HEADTEACHER

APPLICANT PACK





## WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in this position.

We are seeking to appoint an Assistant Headteacher to join the leadership team at Central Foundation Boys' School. This is an exciting time for a dynamic and highly driven individual to join our school as we continue to drive forward the quality of the education for our young people. You will work closely with the other members of our leadership team to help shape and deliver the strategic vision for the school. You will have personal responsibility for leading Key Stage 3, Year 7, 8 and 9 as well as student Personal Development provision.

Central Foundation is an outstanding and over-subscribed comprehensive school for boys aged 11 to 16, with a successful co-educational sixth form. A Central Foundation education involves providing our students with a wide range of educational experiences, encompassing the academic, sporting, musical and dramatic. Our aim is that through this provision the students develop the knowledge, skills and attributes they all need to lead fulfilled and successful lives, allowing the students to develop their own unique talents and confidence, and to forge their individual paths in life.

Underpinning a Central Foundation education is rigour and a drive for excellence. This rigour is reflected in our approach to the expectations we have of, and the support we provide for, our young people. We are rightly proud of our students' educational outcomes. Over the years, these results have consistently shown the school to be one of the leading educators of boys in the country.

Central Foundation is a fully comprehensive school, welcoming students of all academic abilities and from all backgrounds. The latest school census records 64 first languages spoken by the students from 70 ethnic backgrounds. As a community, we have a shared commitment to equal opportunities ensuring that our curriculum responds to this diversity and that we develop further diversity within our staff body.

This pack includes the job description and person specification. For an introduction to the school please watch this short video <http://www.centralfoundationboys.co.uk/about>

We will use the person specification as the basis for the selection criteria.

If you do choose to apply, I would like to thank you for the time and effort I know that the application will require.

Yours faithfully,

Jamie Brownhill  
Headteacher



## SCHOOL HISTORY

Central Foundation Boys' School was founded over 150 years ago with the purpose of transforming the lives of boys within the local area through education. The school's founder, William Rogers, intended the school to provide a rigorous but modern education. He specifically required that the school would be open to all classes, religions and ethnicities. Over the years Rogers' vision of a school that powers social mobility has been fulfilled time after time.

The School is located in the vibrant and exciting neighbourhood of Shoreditch. The school buildings, a number of which are grade II listed, have a lot of wonderful architectural features. We are in the middle of a major redevelopment of the school's campus and have recently opened a new science centre with three floors of laboratories and a refurbished general teaching block. A sub-terranean sports hall, inner courtyard and a performing arts centre are due to be completed by April 2023.



*(Photo - artist's impression of the completed project)*

## APPLICATIONS

To apply, please complete the school's application form and email it to the Head of Operations at [obireka@cfbs.islington.sch.uk](mailto:obireka@cfbs.islington.sch.uk) / 02070173021. In the supporting statement, for each of the five categories on the person specification, provide one example of where you have demonstrated an aspect of the category.

The deadline for applications is Wednesday 27<sup>th</sup> April, 12pm.

For further information or an informal conversation with the Headteacher, please contact us on [obireka@cfbs.islington.sch.uk](mailto:obireka@cfbs.islington.sch.uk) / 02070173021; School address: Cowper Street, London, EC2A 4SH











## JOB DESCRIPTION

**School:** Central Foundation Boys' School

**Position:** Assistant Headteacher – Key Stage 3 Lead (Year 7,8,9) and Personal Development Lead

**Salary:** L16- L22 (£69,146pa - £78,725pa)

**Reports to:** Deputy Headteacher Pastoral

**Contract:** Full-time

### KEY DUTIES AND RESPONSIBILITIES

<b>Aims of the Post</b>	<ul style="list-style-type: none"> <li>• Ensuring the well-being and achievement of all students within the Key Stage.</li> <li>• Ensuring that there is a well-developed and ambitious curriculum for personal development of students that is being implemented in various areas of the school provision.</li> <li>• Ensuring that the students are supported and managed throughout each day to maintain high standards of behaviour.</li> <li>• Managing the work of the Directors of Learning and working collegially with colleagues in the Leadership Team.</li> <li>• Developing strategy and articulating a distinctive and visionary shared educational philosophy and ethos which is visibly extended throughout the school;</li> <li>• Reporting to the Deputy Headteacher as line manager.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate and contribute in all areas of school strategic planning and operational decision making at Leadership Team meetings.</li> <li>• Be a visible senior leader within the school community and wider community, attending and leading assemblies and supporting other whole-school events.</li> <li>• Create, develop and implement school policy, especially insofar as it relates to the academic achievement and pastoral care for students within the Key Stage.</li> <li>• Monitor and raise standards of the provision for the students within the Key Stage.</li> <li>• Cultivate and develop a process of self-review and self-improvement for the work within the Key Stage.</li> <li>• Lead on the development and implementation of the inspirational and ambitious PSHE/Personal Development curriculum.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep up to date with the wider educational landscape, reform and policy development, leading the school's responsiveness to change as necessary.</li> <li>• Chair the Pastoral Support Meetings.</li> <li>• Report to governors, as and when required.</li> <li>• Be responsible for the school policies relating to own area of responsibility.</li> <li>• Teach a reduced timetable.</li> <li>• Undertake any other reasonable duties as directed by the Headteacher, including outside of the school term.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Prepare agendas for meetings and overseeing the timely production of minutes with clear actions.</li> <li>• Address parents and pupils about curriculum matters at Information Meetings for parents.</li> <li>• Lead on the planning and preparation of the Key Stage Parents' Evenings.</li> <li>• Be available to communicate with parents and respond to queries and complaints as required.</li> <li>• Produce various publications throughout the year (Year 7 Induction Booklet, etc.) and contribute to the school website and marketing collateral.</li> <li>• In conjunction with other senior leaders, ensure regular events are calendared and scheduled, e.g. Year 7 Curriculum Evening</li> </ul>
<b>Assessment, Recording, Reporting and Academic Monitoring</b>	<ul style="list-style-type: none"> <li>• Lead on the implementation of consistent and effective interventions to support pupils' academic development within the Key Stage</li> <li>• Oversee the deployment of pupil tracking including baseline testing, value added and other forms of useful data for students within the Key Stage</li> <li>• Write annual reports for the Governing Body on the progress of the students within the Key Stage and termly updates for the Governing Body.</li> </ul>
<b>The Leadership and Management of the Key Stage</b>	<ul style="list-style-type: none"> <li>• Plan and lead on the marketing events for students making a transfer from primary school.</li> <li>• Lead on the induction programme for students entering the key stage including planning and running of the Year 7 Induction Week in the week prior to the start of the autumn term.</li> <li>• Lead on the planning and preparation of the setting up new Year 7 cohort (this includes class lists, initial assessment, collecting and analysing data from student files and transition events, setting up students on different learning platforms).</li> <li>• Lead on the communication with parents of students within the key stage including handling enquiries and complaints.</li> <li>• Lead on the running of the school day for the students with the key stage</li> <li>• Lead on the reporting to parents on the progress of the students within the key stage</li> <li>• Lead on the pastoral support of all students within the key stage including the use of external agencies.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Identify further opportunities for external partnerships.</li> </ul>

<b>Child Protection, Discipline and Health and Safety</b>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young people within the Key Stage in line with the school's policy.</li> <li>• Maintain good order and discipline among pupils.</li> <li>• Support and advise the Director of Finance and Resources on all aspects of health &amp; safety affecting the operation of the Key Stage.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Ensure that the welfare of students is paramount and that safeguarding and child protection policies and practice are followed rigorously.</li> </ul>
<b>Line management</b>	<ul style="list-style-type: none"> <li>• Directors of Learning for KS3</li> <li>• Leader of PSHE</li> </ul>

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.



## PERSON SPECIFICATION

**School:** Central Foundation Boys' School

**Position:** Assistant Headteacher – Key Stage 3 Lead (Year 7,8,9) and Personal Development Lead

**Salary:** L16- L22 (£69,146pa - £78,725pa)

**Reports to:** Deputy Headteacher Pastoral

**Contract:** Full-time

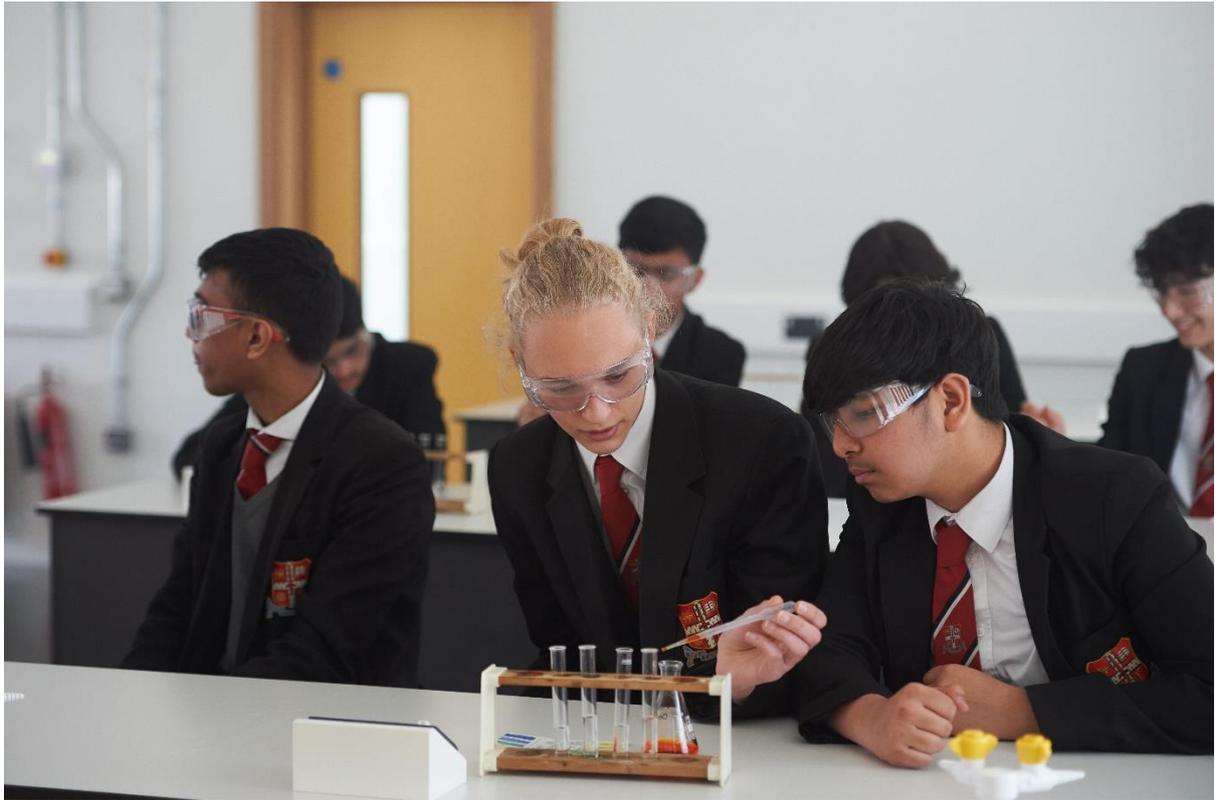
### Selection Criteria

Category	Criteria
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of delivering outstanding student outcomes</li> <li>• Evidence of commitment to personal and professional development</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• An outstanding classroom practitioner</li> <li>• Evidence of delivering outstanding student outcomes</li> </ul>
<b>Leadership Experience</b>	<ul style="list-style-type: none"> <li>• Commanding authority and showing strong leadership presence</li> <li>• Committed to lead by example by consistently delivering high quality work, working hard and setting high expectations of others</li> <li>• Being very organised and able to deal with several strands of work at the same time</li> <li>• Having the skills to motivate and effectively manage people</li> <li>• Committed to adding value in all areas of responsibility and a determination to rigorously assess others' work and challenge underperformance</li> <li>• Significant experience of leading successful teams of staff</li> <li>• Successful experience of contributing to school improvement</li> <li>• Use of data and self-review systems as a tool for school improvement</li> </ul>
<b>Personal, Professional</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to equal opportunities</li> <li>• Able to model and to foster a culture of respect, collaboration and drive for improvement</li> </ul>

<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Inspirational and able to motivate and empower staff and students.</li> <li>• Hardworking and professional</li> <li>• Being able to communicate clearly to a range of audiences</li> <li>• Having a sense of moral purpose based on the school's values</li> <li>• Excellent interpersonal skills as demonstrated through positive relationships with students, parents and staff.</li> <li>• Reflective, open-minded and able to critically assess own performance</li> <li>• Possessing excellent communication skills including ability to write quality reports and different types of communications to a variety of stakeholders</li> <li>• Resilient, tenacious and possessing a high level of integrity</li> </ul>
<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• Being aware of strategies for ensuring the excellent behaviour of the students.</li> <li>• Being aware of strategies and interventions for the pastoral support of students</li> <li>• Being aware of strategies and interventions to ensure the excellent attendance and punctuality of the students</li> <li>• Fully aware of principles and practice of educational inclusion, diversity and access</li> <li>• Well-read and up to date with the current research relating to teaching and learning, and pedagogy</li> <li>• Being up to date with the current trends in curriculum development.</li> <li>• Being up to date with the developments in education including national policies and Ofsted framework</li> <li>• Being aware of strategies for maintaining and developing high standards of student attainment</li> <li>• Having an understanding of legal issues relating to managing a school including safeguarding, equal opportunities, employment, health and safety legislation.</li> </ul>

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