



**WORKSOP COLLEGE**  
AND  
**RANBY HOUSE**

## **Assistant Head (Staffing & Timetabling)**

Candidate Pack - March 2023



## Life at Worksop College and Ranby House

A broad ability school educating children aged 2-18, the focus at Worksop College and Ranby House is firmly on progress, recognising that every child has his or her own set of skills and abilities - whether academic, sporting, musical or otherwise.

A confident and welcoming community of over 400 pupils on the Senior Site (Years 7-13), with a further 179 pupils at our Prep School (2-11), much has been done in recent years to invest in the infrastructure - developing existing strengths and positioning ourselves as a school of choice for parents in the region, nationally and internationally.

Thus, through the full, weekly, flexi and occasional boarding offer, some 85% of the school undertake some kind of boarding; cared for by an increasing number of staff who live on site in a variety of accommodation: detached houses, staff who are resident in boarding Houses or who live in other accommodation within the main buildings.

These are mostly majestic, Victorian buildings, a legacy of this being the final school created by the visionary Canon Nathaniel Woodard, whose mission was to educate the children of the growing middle classes at the end of the 19th Century. At Worksop, he did so on a fine estate of some 300 acres that now also house an 18 hole golf course, an indoor swimming pool, a sports hall, tennis courts, netball courts, two Astro turf hockey pitches, an athletics track, four cricket pitches, six rugby pitches and two football pitches, a recently extended and refurbished fitness suite and sixth form centre.

The school has a strong Christian ethos, but welcomes pupils from all faiths or those who have no faith at all; and of all the things the pupils take away from their time at the school, Chapel is one of the ones they recall most fondly. Staff are expected to attend services in the beautiful Chapel: an opportunity to reflect in what are otherwise busy lives. We have also recently undertaken work to define more sharply our Mission, our Motto, our Values and our Learner Profile, and candidates for interview should expect to demonstrate the inclusion of some aspect of these in the lesson they are asked to teach and other aspects of the recruitment and selection process. Upon appointment, staff are expected to uphold, support and develop these as they contribute to the life our community.

# Our Value System

A golden thread that links from our school motto, right through to our pupil charter - our value system is a way of life. From the way we recruit, to the business decisions we make, teaching styles to personal development reviews, our value system is a blueprint for the way we behave and the vision we have for our pupils.

Our motto	Semper ad Coelestia Always to the heavens
Our vision	We support, encourage and challenge - creating exceptional people who leave with confidence, resilience and humility
Our Values	Bold & Ambitious Inquisitive & Thoughtful Supportive, yet Challenging
Our Learners	Independent, Adaptable, Resilient
Our Pupil Charter	We are confident and we aim high We are brave and honest We have open minds We listen and are respectful We are a team and we don't give up



## Where we are

Set in 400 acres of stunning North Nottinghamshire woodland, Worksop College and Ranby House has the benefit of a sprawling campus, with some of the best facilities in the county. The major cities of Sheffield, Doncaster and Nottingham are an easily commutable distance and give the school a secure and rural feel, whilst enjoying a comfortable proximity to city life.

In addition, Worksop's location on the edge of Clumber Park and with ease of access to the A1, M1 and East Coast mainline make it an ideal place to live and work. Major university cities Leeds and York are easily accessed by road or rail, as are Newcastle, Edinburgh or London, allowing for academic visits or personal enjoyment in the generous holidays. The Peaks, the Dales, even the Borders are also within easy reach.

## Teaching at Worksop College

Worksop College is a non-academically selective school, priding itself on 'value-added' and the progress that children make – regardless of the level at which a pupil enters the school.

- A friendly community with excellent relationships between teachers and pupils
- Charming and well-mannered pupils who are willing to engage in and respond enthusiastically to a range of learning activities
- Small classes
- Autonomy for teachers and, significantly, for Heads of Departments
- Support for further personal and professional development
- Confident, forward-looking management and Governors

### Pastoral care

In addition to the academic role, every teacher at Worksop is expected to contribute fully to the wider aspects of education. Worksop College is renowned for the quality of its pastoral care and all teachers are attached to one of the eight boarding or day houses.

### Extra-curricular

All members of staff at Worksop are expected to play a full part in extra-curricular activities. These embrace a full range of sports, music, societies, expeditions, drama, many forms of art and technology, CCF, voluntary service, and a wide range of hobbies.

### Additional Responsibilities

Successful candidates will be expected to undertake such additional responsibilities as may, from time to time, be considered to be reasonable and required by the Headmaster.



## The Role

- Build the Academic Timetable at the College
- Responsibility for arranging the option process for relevant year groups.
- Responsibility for all in-year timetable changes, including the creation of new pupil timetables.
- Responsibility for allocation of staff cover.
- Organising duty rotas
- Overseeing the College's on-line Calendar, with administrative support from the Database Officer
- Create timetables for Internal Exams and Mock Exams.
- Co-ordinate setting, with relevant HoDs.
- Organisation, with relevant staff, of whole school events such as Prize-giving and Chapel events.
- To oversee the load of all staff to ensure, as much as possible, there is fairness in expectations.
- With the Assistant Head (Co-Curricular and Sport), co-ordinate staffing whilst ensuring fair loading.
- Being a proactive member of the Senior Leadership Team (SLT), which will include attending and supporting meetings; supporting and working closely with the Headmaster and other senior colleagues; complete weekly evening, weekend (on a rota) and holiday on-call (on a rota) duties in school.
- Be available during the Summer Holiday (dates TBC with the successful candidate) for Timetable rollover.
- Attend Middle Leadership Strategy and Academic Meetings.

### As a teacher:

- Promote resilience, adaptability, and independence through teaching.
- Teach engaging and motivating lessons informed by high expectations of students and designed to raise levels of attainment.

- Teach challenging, well-organised lessons and sequences of lessons across the age and ability range they teach.
- Have a secure knowledge and understanding of their specialism as an academic subject, including the contribution that their subjects can make to cross-curricular learning.
- Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities.
- Have high expectations of the pupils in your classes and motivate them to do well, providing extra support at clinics where necessary
- Liaise with the Heads of Department to maximise the progress of students
- Offer support to the learning, pastoral and co-curricular needs of the individual students through the House system as a tutor, and the co-curricular programme. These duties should be carried out to a high standard to ensure the all-round quality of education for pupils at Worksop College.
- Adopt high standards of behaviour in their professional role.
- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work.
- Communicate effectively with students, colleagues and parents, giving timely and relevant information about attainment, progress and well-being.
- Have a commitment to collaboration and co-operative working where appropriate.
- Design opportunities for learners to develop their literacy, numeracy, ICT, personal, learning, emotional and thinking skills.
- Contribute towards the planning and running of trips and organising speakers to come into school and the wider pursuit of scholarship
- Plan, set and assess prep, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning.
- Monitor the progress of students taking the subject in your class and set targets where appropriate; support key groups of pupils in their studies e.g., the most able pupils and pupils with EAL or Learning Support needs.
- Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies.
- Share resources and good practice, be involved in lesson observations and work scrutiny; be a part of collaborative teaching and continue your own professional development.
- Contribute to schemes of work at all levels.
- Participate fully in the school's appraisal system and actively seek opportunities to further professional development.

## **Qualifications and Attributes**

The ideal candidate will:

- have substantial experience in academic and/or pastoral management & leadership, with a proven track record of excellence.

- have relevant experience of timetabling, setting and school organisation.
- have experience of / an understanding of life in a busy boarding school.
- be proficient in the use of ICT, with an understanding of Microsoft 365, iSams, and timetabling software.
- be able to deliver inspiring and exciting lessons across all key stages.
- demonstrate a willingness to participate in the wider life and Christian traditions of the College.



## The Benefits Package

Working at Worksop is as much about a lifestyle choice as it is about pursuing a satisfying career path. The College has high expectations of its staff and therefore looks to reward them with an attractive benefits package, which includes:

- Fee concessions for your children
- Workplace pension scheme, flexible benefit choice longer holidays than the maintained sector
- Resident Church of England Chaplain
- Free lunch is provided when on duty; the College is known for its high quality catering
- Free tea and coffee are available throughout the working day
- Free on-site parking



## **Statutory requirements & equal opportunities**

### **Safeguarding & Child Protection**

Applicants for this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

### **Disclosures**

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitations of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

### **Equal Opportunities**

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.

### **References**

Safer Recruitment: Please provide details of two referees to provide information regarding suitability for this role prior to appointment (requirement of KCSIE for all candidates).

If you are not currently working with children, at least one of these references should be from a recent employer by whom you were employed to work with children.

Please note that neither reference should be from a relative or someone writing in the capacity as your friend



## The Vacancy

**Working hours:** This is a role requiring a commitment to work some evenings and weekends during term time, and also some periods of time in formal school holidays in relation to public exam results days and co-curricular trips, for example. The boarding aspect of the College also requires commitment from staff covering pastoral and co-curricular activities during some evenings and at the weekends.

**Salary:** Competitive salary which will be discussed at interview and will be determined by experience and qualifications.

**Probationary period:** The appointment is subject to the receipt of satisfactory references, the successful outcome of a Disclosure and Barring Service Enhanced Disclosure and completion of a one-year probationary period.

**Commencement:** September 2023

**Closing Date:** 13 April 2023, 1600hrs

Interviews are scheduled to take place on 20 & 21 April 2023.

**Applications** should be made by all applicants via the application form and include a covering letter through <https://www.tes.com/jobs>, outlining the reasons why you are interested in the role and to demonstrate how you meet the role and responsibilities outlined within the job description. CVs may be sent in addition to, but not instead of the completed application form and covering letter.

T: 01909 537100

Further information about the school is available at: [www.wsnl.co.uk](http://www.wsnl.co.uk)

**What to expect at interview** (example interview schedule):

Interview with the Headmaster

Teach an observed lesson, demonstrating our Values and Learner Profile

Tour of the campus from Pupils

Meet the members of the SLT

Meeting with a member of the HR team

**Overseas applicants:** Applications are welcomed from applicants not currently resident in the UK and these applicants may, at the school's discretion, be interviewed by Teams/Skype.



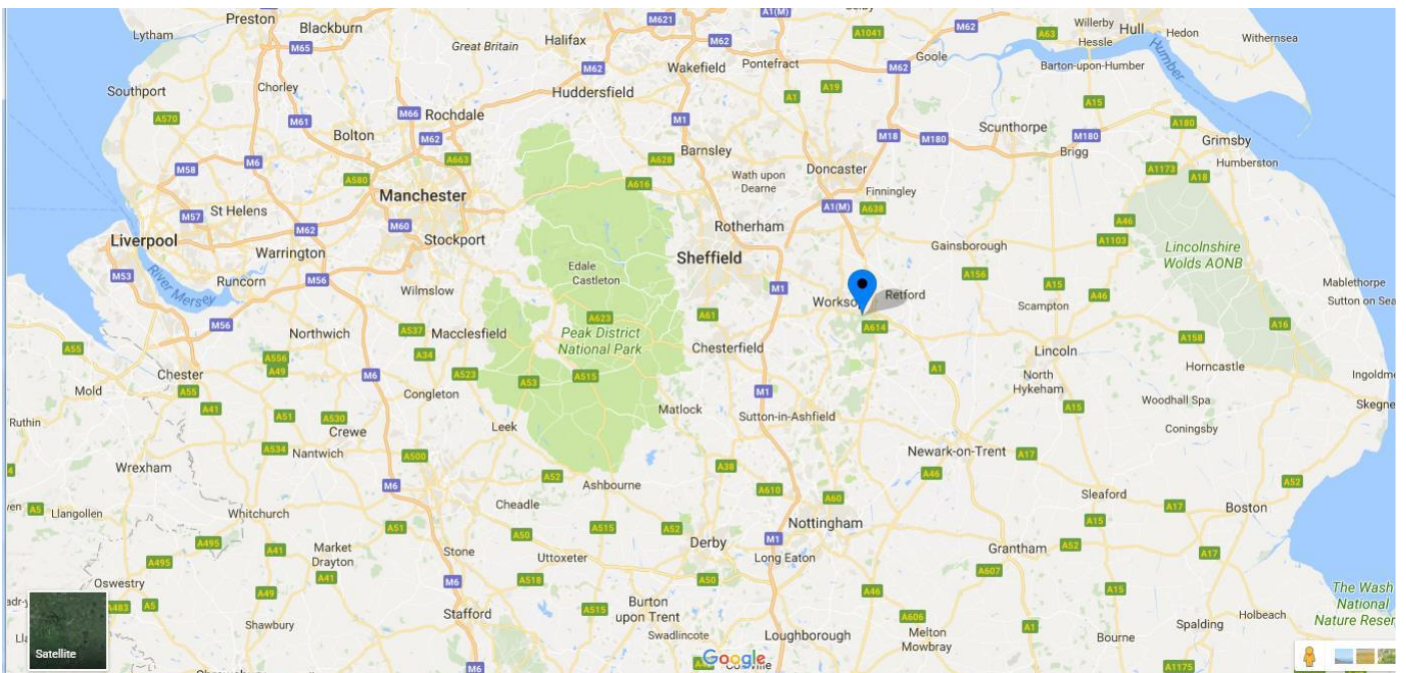
# Getting to Worksop College

## By road

Worksop College is easily accessible by all major roads and just 10 minutes from junction 23 of the M1. If driving, please use S80 3AP for your Sat Nav. The AA's [online route planner](#) is a useful way of determining the route and distance ahead of your journey

## By Rail

Retford station is approximately 15 minutes away and the journey will take less than 1.5 hours from Central London. More information about travel by train can be found [here](#)



**Contact us**

01909 537100

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