



**Moseley School  
and Sixth Form**

## **Assistant Headteacher**

**Teaching and Learning  
Information Pack**

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.



# Moseley School and Sixth Form

Moseley School and Sixth Form  
Wake Green Road  
Moseley  
B13 9UU

T: 0121 566 6444  
E: [enquiry@moseley.bham.sch.uk](mailto:enquiry@moseley.bham.sch.uk)

Headteacher: Mr R. McBrien BSc MEd NPQH

Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form.

This is an exciting opportunity to make a significant difference to the life chances of our students. You will have a significant role in building on our rapid improvement in recent years. Moseley School and Sixth Form is ranked in the top 14% of schools in England for the progress students make from KS2 to KS4 and 7<sup>th</sup> across the city for progress made by students in KS5. We aspire to provide the best educational opportunities and outcomes for all our students.

Please explore our website and read through the additional materials included in this pack to find out more about us. The job description and person specification give you an indication of scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application. You are most welcome to arrange an informal visit to the school.

Your application must be received by **21<sup>st</sup> April 2016** Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact on the life chances of our students. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Interviews will take place week commencing **25<sup>th</sup> April 2016**

Yours faithfully,

Roger McBrien  
Headteacher







# Moseley School and Sixth Form

**Post Title: Assistant Headteacher**

**Salary/Grade: L14-L18**

**Contract Type: Full time**

**Contract Term: Permanent**

**Contract Start Date: September 2016**

We are seeking to appoint an exceptional individual to make a significant difference to the life chances of our students. You will have a significant role in building on our rapid improvement in recent years. Moseley School and Sixth Form is ranked in the top 14% of schools in England for the progress students make from KS2 to KS4. We aspire to provide the best educational opportunities and outcomes for our students.

- **Do you have a clear vision and moral purpose?**
- **Are you an excellent teacher?**
- **Can make significant and sustained impact at a whole school level?**
- **Can you inspire students and staff?**
- **Do you have the resilience, generosity of spirit and commitment to make the difference?**

If this is you come and join 'Team Moseley'. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1300 students, 150 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy subsidised healthcare options and access to our on-site gym.

Download an application pack from our website [www.moseley.bham.sch.uk](http://www.moseley.bham.sch.uk)

If you would like to arrange a visit please contact Emma Holland, PA to the headteacher on 0121 566 6444.

**Closing date: 8am 21<sup>st</sup> April 2016**

**Interview date: Wednesday 27<sup>th</sup> April 2016**

**Completed applications should be returned via email to [recruit@moseley.bham.sch.uk](mailto:recruit@moseley.bham.sch.uk), with an accompanying letter explaining how you meet the requirements of the role.**

*We are an equal opportunities employer and are committed to the safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check.*





## Job Description

<b>Post Title:</b>	Assistant Head Teacher – Teaching and Learning
<b>Reporting to:</b>	Headteacher
<b>Salary / Grade:</b>	L14 to L18
<b>Disclosure Level:</b>	Enhanced
<b>Working Time:</b>	Full-time as specified within the current STPCD. To work as a classroom teacher with a teaching load of 22 periods per 50 period fortnight.
<b>Core Purpose:</b>	To provide strategic leadership and development of teaching and learning across the school and to lead continuous professional development and performance development for all staff.

### Responsibilities for all teachers:

- Meet the relevant Teachers' Standards
- Promote the values and aims of the school
- Follow all relevant school policies
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- Create and maintain effective partnerships with parents and carers
- Treat students, parents and colleagues fairly, equitably and with dignity and respect

### Core Leadership Responsibilities:

- To provide an inspirational role model for staff and students
- To effectively communicate and demonstrate the core values of the school
- To develop an ethos of scholarship and success for students and staff
- To raise the achievement of students
- To provide a rich and varied educational and cultural experiences to develop students' character and attitudes
- To contribute to strategic improvement planning, implementation and evaluation
- Be accountable for aspects of the school improvement plan and school self-evaluation including reporting to Governors as required
- To develop the quality of teaching and learning and contribute to in-house professional development
- To provide pastoral and disciplinary support both inside and outside the classroom, throughout the school day
- To work with, support and line manage identified Faculties and Houses
- To assist the Headteacher in arrangements for the appraisal of the performance of teachers and support staff
- To monitor and evaluate classroom practice, student progress and behaviour
- Collaborate with partners to develop system wide improvements
- To participate in all core leadership meetings



**Specific responsibilities of this role:**

- Promote a clear vision for the highest quality teaching and learning
- Establish a learning culture which values scholarship and promotes innovation and creativity
- Develop a culture of collaboration and joint practice development
- Lead the improvement of teaching and learning
- Ensure teaching meets the needs of all groups of learners
- Lead quality assurance systems to monitor standards of teaching and learning
- Strategic planning for teaching and learning and SEF quality of teaching section
- Lead and co-ordinate Heads of Faculty to improve teaching and learning in their areas and to raise achievement for students
- Lead continuous professional development for teaching staff
- Work with the School Business Manager to lead continuous professional learning for support staff
- Ensure the effective training and mentoring of trainee teachers and PGCE students
- Ensure the effective mentoring and coaching of NQTs and RQTs
- Lead the team of colleagues with responsibilities for teaching and learning to coach and develop teachers
- Lead performance development for all staff, working closely with the SBM
- Develop opportunities for students, parents and the wider community to contribute to the development of teaching and learning
- Work collaboratively with colleagues in Moseley and partner schools on initiatives to develop teaching and leadership

Many specific responsibilities will require collaborative working with other members of the core and extended senior leadership team, which the Assistant Head Teacher will develop proactively.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

The post is on the Leadership Scale and therefore comes under the leadership conditions of service.

***Moseley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.***



## Personal Specification

**Post Title: Assistant Headteacher (Teaching & Learning)**

<b>Qualifications &amp; Experience</b>
<ul style="list-style-type: none"><li>• Degree and QTS</li><li>• Evidence of further professional development, e.g. NPQML or NPQSL</li><li>• Proven track record of raising achievement through high quality teaching</li><li>• Proven track record of managing student behaviour and improving attitudes to learning</li><li>• Proven track record of improving the practice of other teachers</li><li>• Delivering training for teachers</li><li>• Proven track record of leadership that delivers improved outcomes for students</li><li>• Successfully led a whole school initiative</li></ul>
<b>Skills and Abilities</b>
<ul style="list-style-type: none"><li>• An excellent teacher</li><li>• An excellent understanding of teaching and learning</li><li>• Excellent written and oral communication skills and confident public presenter</li><li>• Ability to inspire and lead staff</li><li>• Ability to lead and work collaboratively</li><li>• Ability to inspire and motivate students</li><li>• Ability to hold others to account</li><li>• Excellent interpersonal and organisational skills</li><li>• Ability to use ICT effectively for teaching and management</li><li>• Ability to analyse data and make informed judgements</li></ul>
<b>Other Attributes</b>
<ul style="list-style-type: none"><li>• Clear vision and moral purpose</li><li>• Optimistic, enthusiastic and generous of spirit</li><li>• Commitment to the protection and safeguarding of children and young people</li><li>• Resilience</li><li>• Good judgement</li><li>• Highly credible and lead by example</li><li>• Reflective practitioner</li><li>• Ambitious and committed to own professional development</li><li>• A sense of proportion and humour</li></ul>

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.





# Moseley School and Sixth Form

**Moseley School's purpose is to inspire excellence in character and scholarship.**

## **Our vision for Moseley School in 2018**

Moseley School is an inspirational place to learn, where passionate teachers nurture the curiosity, creativity and imagination of students. All the School's systems are geared to support the progress of all students. The curriculum, assessment, staffing, timetable, technology and other resources enable each student to receive personalised support to achieve ambitious goals. A global perspective that celebrates diversity and respect for individual rights pervade the school and nurture responsible citizens and independent thinkers. The School is a place in which all staff develop as leading professionals and make a significant contribution to the educational community in Birmingham and nationally. Staff and students receive support and guidance to prepare them for the next step in their careers.

Moseley School is a safe and healthy school that enables students to thrive. We want to work in an emotionally intelligent school where we acknowledge the fallibility of human beings and recognise the impact our actions and words have on others. Our pastoral system ensures that each student is cared for and their needs are met through effective partnerships with all our stakeholders, especially parents and carers. All students have opportunities to broaden their social and cultural horizons. The school provides a clear moral framework based on shared values in which the students feel safe and can flourish. Students are able to reflect on their own beliefs, appreciate different views and develop understanding of their own identity and their own self-worth. The School values its long history whilst being dynamic and forward looking; a place where staff and students enjoy memorable experiences.

Moseley School is a place where staff and students are aware of how personal and political decisions affect the future of the environment and of their responsibility to help to sustain our planet. We are a caring community where positive personal relationships have a civilising influence. We recognise the potential in everyone and we support and challenge everyone to achieve their potential. We provide opportunities for everyone to develop leadership, organisation, resilience, initiative and communication skills. All of the School's diverse communities share the vision and purpose of the school and through developing character and scholarship achieve excellence.

## **Moseley School Values:**

We expect all members of our school community to embrace our core values: **Respect, Endeavour and Compassion**





## 2015 Results

### Key Stage 4

53% of students achieved 5 or more A\*- C grades including English and Mathematics.

68% of students achieved a C or above in English.

62% of students achieved a C or above in Mathematics.

All students achieved at least 5 passes and 94% of students achieved 8 passes.

83% of students reached their expected level of progress in English. The national average is 70%.

71% of students reached their expected level of progress in Mathematics. The national average is 65%.

Students' overall progress in their subjects is in the top 13% of all schools nationally.

### Key Stage 5

99% of students achieved 3 passes or better in their chosen subjects.

92% of vocational students achieved the minimum standard.

85% of academic students achieved the minimum standard.

Progress for our academic students is in the top 10% of all schools and colleges nationally.







## Curriculum

Our broad and balanced curriculum seeks to maximise the achievement of all our students. It meets the requirements of the revised National Curriculum, and is also tailored to the specific needs, interests and aspirations of our students.

The curriculum contributes to the spiritual, social, moral and cultural development of students. This is achieved through the taught curriculum and through the programme of enrichment activities which help to deliver key aspects of personal, social and health education, as well as citizenship. The curriculum provision is also supported by a strong commitment to impartial careers information, advice and guidance.

### Key Stage 3

At Key Stage 3 all students will study the following subjects

English	Religious Education
Maths	Design technology
Science	Art
PE	Computing
Modern Foreign Language	Drama
History	Music
Geography	

### Key Stage 4

At Key Stage 4 all students follow a core curriculum of English, Maths, Science, Religious Education and PE. They also have the opportunity to study four more subjects to GCSE level. There is a wide range of subjects to choose from which we will discuss with you and your child during our pathways events. Currently 25 subjects are on offer for your child to develop their interests and discover new passions.

### Sixth form

The sixth form at Moseley School offers a wide range of academic A level subjects as well as vocational subjects at both Level 2 and Level 3, all providing opportunities for progression on to higher education or apprenticeship programmes. **95% of our students achieved places at their first choice university in 2015.**



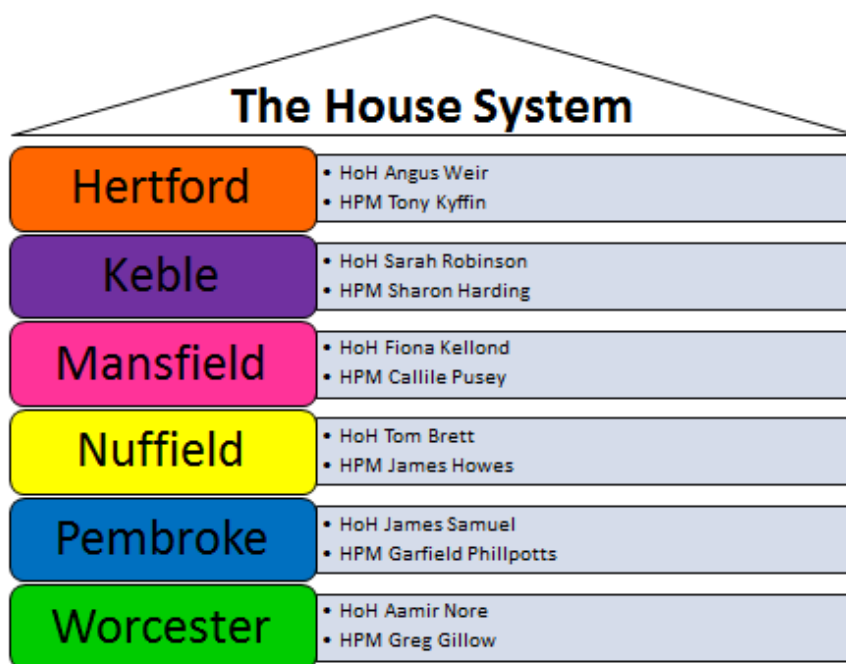


## Pastoral Care

### Pupil Welfare

Pupil welfare is supported through vertical tutoring and the house system, both of which enable students to develop positive relationships with their peers and with students from other year groups in school. Students are placed into one of six houses. Each house is led by a pastoral team consisting of an Assistant Headteacher Head of House and a non-teaching House Pastoral Manager.

There are seven tutor groups in each house and each tutor group is made up of students from Year 7 through to Year 11. Although sixth form students do participate in house activities, they are placed in separate Year 12 and Year 13 tutor groups. A wider team of pastoral staff are on hand to provide more personalised support for students who are struggling with their studies or who are facing challenges outside of school. It is our intention to provide early help and support to our students and their families to ensure that all barriers to learning are removed, enabling our students to achieve their very best.



### Student Conduct and Attitudes to Learning

Students are aware of the clear expectations regarding their conduct in and outside of school and we have an established system of rewards and sanctions to support behaviour. With support from parents, we work in partnership to instil the positive values of courtesy, cooperation, respect and compassion into our students so that they conduct themselves as excellent ambassadors for the school and the community. Appropriate guidance and support is available for students who require additional help to maintain a high standard of conduct.

Students are provided with regular opportunities to reflect upon their attitudes to learning in order to secure excellent progress and conduct in lessons. Our focus on Attitudes to Learning is based around helping students to develop the following attributes: passion for learning, focus, initiative, leadership, resilience, reflection and readiness to learn.



## Support for Learning

**We believe** every member of Team Moseley has a key role to play in creating an inclusive learning community and promoting pride in scholarship. All students can become successful, independent learners able to integrate effectively into society as responsible citizens, confident throughout their lives in their ability to learn. At Moseley School your child's safety and well-being are paramount. We are committed to guiding the development of skills and confidence so that no student is left behind. All children are treated equally with respect and expectations are high to enable all to achieve or exceed their potential.

Our SEND (Special Educational Needs or Disability), Literacy and EAL (English as an Additional Language) teams sit at the heart of our school improvement plan and provide excellent support to students, families and carers to remove barriers to learning. Through close relationships with the pastoral and curriculum teams, we are able to make provision for a wide range of needs. Students are identified for targeted interventions, including literacy and numeracy 'catch up' sessions. These are delivered by graduate coaches during the school day and after school in enrichment clubs.

### Assessment of Needs

We recognise that all students may require support at some stage in their education whether it is social, emotional, behavioural or academic. The views, wishes and experiences of students, parents and staff are integral to the planning and review of the support we allocate to our students. For students with pre-identified SEND or literacy needs, we scrutinise all progress data following every assessment point. For students with high-focus SEND needs we also use a range of assessments, in addition to requesting additional expertise from external agencies. For students who require additional support to improve their literacy skills a team of graduate Literacy coaches work with individuals and small groups. Focused interventions from the Literacy team enable students to make rapid progress and enjoy success in class and examinations.

### EAL

The EAL team lead, manage and work collaboratively with mainstream teachers and graduate progress coaches to plan and deliver effective English Language support to students with EAL, including those who are International Newly Arrived. Their expertise enables students to accelerate their acquisition of English facilitating their access to a broad and balanced curriculum. Occasionally these students have SEND needs too and we work collaboratively across teams to secure the most appropriate provision.

### Quality First Teaching and Learning

In addition to support from the SEND, Literacy and EAL teams, teachers at Moseley are fully committed to maximising inclusion by differentiating teaching methods and resources. The key characteristics of Quality First Teaching and Learning are: highly focused lesson design with sharp objectives and outcomes; high demands of student engagement with their learning; high levels of interaction for all students; appropriate use of teacher questioning, modelling and explaining; an emphasis on learning through dialogue, with regular opportunities for students to talk both individually and in groups; regular use of praise to motivate and regular professional training opportunities for staff. Our superb, stimulating learning environments are accessible and fully resourced with state of the art ICT equipment.





## Extra-curricular opportunities

At Moseley School and Sixth Form we believe in excellence in scholarship and character. We provide our students with opportunities to develop their character through many extra-curricular activities.

### After School Clubs

After lessons finish each afternoon there are opportunities for students to extend their learning and also explore other interests. Chess Club, Debate Mate, STEM, International Club, Games Clubs are just a small sample of opportunities available. There are also many sports clubs available for student to try out new sports as well as opportunities to represent the school in competitive sport. There are school teams for boys and girls' football, cricket, handball, netball, rugby and many more.



### Inspirational Visits

Students also have the opportunity to watch live sports events. In 2015 so far students have been to Edgbaston to watch England play cricket, to Villa Park to watch Aston Villa play Chelsea and to Edgbaston Tennis Club to watch the warm up event for Wimbledon. Throughout a student's time at Moseley they will have many opportunities to go on trips to support their learning such as visits to places of worship to support learning in RE or a trip to Dovedale to support learning in Geography or perhaps a trip to Parliament to support their study of A level Sociology.



### Performing Arts

In 2015 our production of 'Little Shop of Horrors' achieved local acclaim and awards. There are regular opportunities for students to perform music and drama through 'Moseley's got talent'. We are currently auditioning for our next production, "Our Day Out", which will be performed in our new theatre in February 2016.



### Residential experiences

In year 7 all students have the opportunity to go on a residential to Kingswood Activity Centre in Wolverhampton. This experience builds confidence and friendships which help new students to settle quickly and form good relationships with staff and other students.



### The Duke of Edinburgh's Award (DofE)

The prestigious Duke of Edinburgh's Award is recognised by universities and employers for its emphasis on character building. Students from Year 9 onwards can start training and preparing for a bronze, silver and ultimately gold award. Planning and organisation are essential but resilience and leadership are also developed through the demands of the programme.



### Moseley Edge

This year we are launching the new and exciting Moseley Edge for our Year 7 students. This is Moseley School's pledge to ensure that your son/daughter leaves Moseley School with the academic, social or cultural advantage - the 'edge' over

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