

THE MATTHEW ARNOLD SCHOOL



ASSISTANT HEADTEACHER

Application Pack



Bourne Education Trust



WELCOME

I am delighted to welcome you to The Matthew Arnold School. Our philosophy is that education is all about learning to improve as well as developing character. We strive to ensure our students and staff are challenging themselves, reaching outside their comfort zone, ready to make a difference. Our students are therefore at the centre of everything we do.

People are what makes this school special. From the inquisitive, happy children who grow into confident, articulate young adults during their time here, to our talented, dedicated staff who teach, care for, and guide our students to 'Dream Big, Work Hard and Achieve'.

We believe that the heart of education lies not only in qualifications and experience but in the passion, dedication, and innovative spirit that a member of staff brings to our school. We are more interested in the person behind the credentials and what they can contribute to our team and, more importantly, to the lives of our students.

As a member of Bourne Education Trust, you will enjoy the benefits of a robust support network. You will have access to a wealth of expertise and become part of a close-knit cluster of schools within the Trust. This collaborative environment ensures that you will have the resources and assistance necessary to thrive in your role, while also sharing your own unique insights and experiences with colleagues across the network.

We invite you to explore the materials enclosed, which detail our commitment to academic excellence, professional development, and the wellbeing of both our staff and students.

I am confident that you will find The Matthew Arnold School to be an inspiring and dynamic place to work and grow in your career and hope to welcome you in person when you visit our school, allowing you to experience our warm and inclusive community first-hand.

Thank you for considering The Matthew Arnold School.

Assal Ruse
Headteacher

MATTHEW ARNOLD OVERVIEW



ABOUT US

The Matthew Arnold School is a thriving mixed comprehensive school for students aged 11 to 16 years, located in Staines-upon-Thames.

- Our commitment to excellence is reflected in our 'Good' rating from our last inspection in February 2024. "This is a school where students and staff are aspirational" as quoted in our recent report.

We take pride in offering an ambitious, inclusive, diverse, and well-rounded curriculum that empowers our students to dream big and work hard towards achieving their aspirations. We provide first-class sporting facilities and a wide array of clubs as part of our enrichment program, ensuring our students have the opportunity to explore their passions and interests.

At the heart of The Matthew Arnold School is our people. Our journey begins with inquisitive and happy children who blossom into confident, articulate young adults during their time here. This transformation is made possible through the dedication and talent of our remarkable staff, who teach, nurture, and guide our students to fulfil their potential.

Our educational philosophy revolves around more than just academic achievement.

ACADEMIC EXCELLENCE

Our commitment to academic excellence is reflected throughout our curriculum, where we set high but attainable goals for our students through a rigorous process. With state-of-the-art facilities and exceptional teaching, our students demonstrate an unwavering thirst for knowledge. This, coupled with our personalised approach to education, fosters an environment of happiness and unity within our school.

OFSTED- GOOD

The Matthew Arnold School is judged to be good in all areas. The inspection team noted:

- Students know that the caring and attentive staff want the very best for them.
- Students learn in calm and focused classrooms
- Teachers have strong subject knowledge
- Teachers make great use of technology to model new learning.
- The values of being 'Ready, Respectful and Safe' permeate all aspects of school life.
- Staff are highly positive about the new leadership of the school



OUR VISION & VALUES



OUR MISSION

At the Matthew Arnold School, we have high expectations of our students and believe that everyone is capable of excellence. Our priority as a school is to ensure that our students thrive during their time with us; achieving more than they ever thought possible.

Teaching and learning is at the heart of everything we do, however, our strong pastoral structure provides a caring and supportive environment to ensure that our students' experience of school enables them to develop into happy, confident and resilient individuals, who believe in growth mind-set and will go on to achieve and make their aspirations a reality.

For further information please visit [our website.](#)

VISION

- Students to be confident, successful and lifelong learners
- Students to develop creativity, resourcefulness and resilience
- The school to be driven and united towards continuous self and school improvement
- The school to attract, nurture and retain high quality staff
- Students, staff and families to be proud to contribute positively to the school and the wider community

OUR VALUES

Respect, Kindness, Aspiration

- As a school community we aim to instil our school values in everything we do.
- Our students learn the importance of our core values as soon as they join us in Year 7, embedding these both into their learning behaviours and daily life as they progress through the school.

BOURNE EDUCATION TRUST (BET)



ABOUT BET



The Matthew Arnold School is part of Bourne Education Trust ('BET') - a successful multi-academy trust made up of twenty four schools (plus three further associate schools), across primary, secondary and specialist school phases in Surrey, Hampshire and the London Borough of Richmond upon Thames.

BET's values are summarised by our strapline: 'Transforming schools; changing lives' and we absolutely believe that all children, regardless of context or background, deserve a great education. We are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. We learn without borders and we are relentless in our efforts to support our students through new and innovative ways; embracing new technologies to reimagine the future of education.

The size of our schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form and our organisational structure is designed to facilitate collaboration and innovation, with schools grouped into phases and clusters to further allow specialised and cross-phase work.

As an employer we know that our people are absolutely the key to our success, resulting in schools that are extremely warm and welcoming, relentlessly positive, highly aspirational and characterised by happy and safe students with excellent relationships between them and the staff.

For more information, please visit our website www.bourne.education.

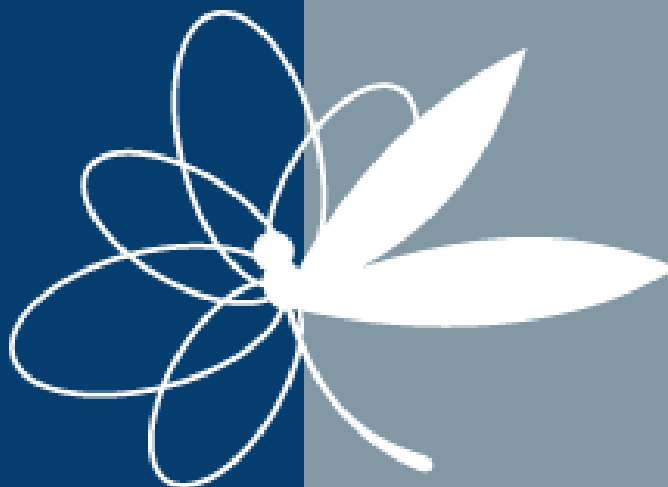
BET VALUES

BET's values are summarised by our strapline: 'Transforming schools; changing lives'. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not always experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff. In all classrooms and beyond students enjoy creative and effective teaching and learning that fosters belief and confidence.

BET PHILOSOPHY

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. We are highly focussed on our work on equality, diversity and inclusion ('EDI') and environment, social and governance ('ESG') to ensure our organisation is highly sustainable and a driver for social justice. This permeates through our Trust-wide think tank, our CPD offer and our quality assurance approach.

For more information, please visit our website www.bourne.education.



BET BEHAVIOURS

4 shared behaviours - we are reflective, aspirational, optimistic and inclusive.



REFLECTIVE

- ✓ Being outward facing and continually scanning the horizon
- ✓ Making decisions carefully, drawing on evidence, risk analysis and research
- ✓ Deploying school resources so they are sustainable and have long-term impact to safeguard the future for our young people
- ✓ Learning without borders by working with and learning from different phases, specialisms and sectors

ASPIRATIONAL

- ✓ Creating a culture of high performance and professionalism where morale, health and wellbeing are high
- ✓ Holding one another to account and having the courage to challenge and to question
- ✓ Creating great places to work where people feel supported, empowered and encouraged to achieve their ambitions
- ✓ Creating community confidence and pride in our schools and Trust

OPTIMISTIC

- ✓ Being resilient, energetic, proactive and positive whilst taking responsibility for solving issues
- ✓ Believing that everyone has potential, is valued and can contribute Clearly identifying and sharing why we do what we do
- ✓ Focusing on the team's outcome and not just the individual

INCLUSIVE

- ✓ Acting as a positive force for equality; creating communities where everyone can be their authentic self and have a sense of belonging
- ✓ Committing to social justice and sustainable leadership whilst acting with humility and integrity
- ✓ Learning about our biases and blind spots and challenging expectations and stereotypes
- ✓ Showing high levels of emotional intelligence, being highly visible and communicating precisely, accessibly, and confidently

JOB DESCRIPTION AND PERSON SPECIFICATION



LOCATION: Staines-Upon-Thames
CONTRACT: Permanent - Full Time
SALARY: £66,665 - £73,539 (L12 - L16)
BENEFITS: Workplace pension through TPS, occupational sick pay, recognition policies, ongoing training, learning and development opportunities, HR and wellbeing support, family friendly policies, network of support within the Trust

ROLE PURPOSE:

To provide, with confidence and discretion, assistance and support to the Headteacher in the management of the school. Supporting the development and implementation of the school's vision, along with the management of specified areas of responsibility and line management of staff.

Undertaking the normal responsibilities of the class teacher, the Assistant Headteacher will carry out the general and specific professional duties as set out in the current Teachers' Standards and according to the School Teacher's Pay and Conditions Document. This role will be part of the Senior Leadership Team.

The Assistant Headteacher will also be responsible for overseeing the running of all aspects of a Key Stage in conjunction with middle leaders and other colleagues where appropriate.

RESPONSIBLE TO:
Headteacher



Main Duties and Responsibilities:

To support and assist the Headteacher with:

- Ensuring that the vision and strategic direction of the school focuses on a holistic approach to learning which is broader than examination results and targets and recognises the importance of developing responsible citizens and an effective workforce
- Supporting and maintaining the ethos, vision and aims of the school and Bourne Education Trust
- Creating a welcoming, safe and stimulating environment in which students, staff and visitors feel comfortable and which is conducive to learning
- Supporting the defined and clear strategic direction for the school which achieves the highest quality educational provision and high standards
- Ensuring that the school benefits from a rigorous self-evaluation framework which substantially contributes to raising standards
- Supporting the development and implementation of a school improvement plan, taking due note of SEF evaluation
- Monitoring and evaluating the effectiveness of the curriculum in light of students' needs and local and national priorities
- Implementing and embedding of statutory policies
- Providing for the emotional, social and personal development of students to complement academic development
- Ensuring that current educational initiatives are incorporated effectively within the whole-school drive for improvement and supporting the implementation of strategies which ensure high standards of behaviour and attendance
- Attending meetings relative to the curricular, administrative, organisational, pastoral, and managerial arrangements for the school

To work within the Senior Leadership Team to:

- Support the educational development of the school and ensure that each student's educational programme meets his or her individual needs
- Monitor and evaluate the standards of teaching and learning and student progress across the school
- Manage and motivate all staff to ensure the curriculum is delivered effectively
- Support staff in the development of their teaching skills based on areas of development identified in observations
- Plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school
- Line manage where appropriate and ensure the implementation of an effective performance management system for all staff
- Provide opportunities for continuing professional development for all staff, including leading staff training where appropriate



- Engage with new and emerging technologies to enhance and extend the learning experience of students
- Support Senior Leadership to work closely with the governing body to ensure the school operates effectively and efficiently leading to high standards across the school
- Develop positive relationships with parents, the local authority, and the local community
- Work effectively with other professionals to ensure the best possible skills and resources are available for all students in order to maximise their potential
- Engage actively in personal Performance Management and Continuing Professional Development

Key Skills Required:

- Evidence of continuing professional development relevant to leadership (E)
- Minimum 2 Years of Leadership experience (D)
- In-depth understanding of secondary practice, and experience of teaching across the secondary phase (E)
- In-depth knowledge of strategies to improve student attainment (E)
- Proven track record in supporting students with diverse abilities and experiences (E)
- Strong understanding of whole school and wider educational issues (E)
- Understanding of strategies and tactics to secure whole school improvement (E)
- Ability to evidence the ability to secure sound procedures to promote good behaviour and discipline in the classroom (E)
- Ability to evidence experience of prioritising, planning, organising, and meeting deadlines (E)
- Ability to evidence previous experience of achieving a strong, positive impact in a senior management role (D)
- Mentoring/coaching experience (D)
- Understanding of the Ofsted inspection process (E)

(E) Essential (D) Desirable

Personal Qualities:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.





APPLICATION PROCESS

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is midday on 2 May, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

To apply for this position, you must complete a Bourne Education Trust online application form (CVs without a fully completed application form will not be considered). Candidates applying via other job sites should follow the instructions provided.

Shortlisting will take place as applications are received and you will be contacted by email if have been shortlisted for an interview.

SAFEGUARDING:

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES:

Bourne Education Trust is committed to equality of opportunity for all colleagues, students and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.