



INVESTOR IN PEOPLE



arts colleges

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BISHOPSHALT SCHOOL

"Above all else a place for learning"

February 2021

Dear Applicant

Thank you for your interest in joining the Senior Leadership Team of Bishopshalt School as Deputy Head.

After twenty nine years of service, our current Deputy Headteacher will be retiring at the end of this academic year. We therefore wish to appoint an inspirational leader who has the skills, vision and commitment to maintain our emphasis on the traditional values of education as well as build on our strengths and aspirations of a brighter future for all of our students.

The successful candidate will be expected to lead by example and challenge us to deliver the very best learning opportunities for our students. They will prepare and oversee the implementation of improvements intended to anchor our ethos and standards ever more deeply into the life of the school, building on what has already proved successful and drawing on the experience of other schools. We are looking for a leader who strives for excellence in all that they do and believes in our aspirational ethos. The fit and commitment towards these goals and our ethos is extremely important to us and therefore we will align the roles and responsibilities according to the strengths, knowledge and skills of the successful candidate.

Bishopshalt is an 11-18 comprehensive school with close to 1300 pupils including a Sixth Form of 380+. The School has an excellent reputation and is over-subscribed with in excess of 1300 applications each year for the 186 places in Year 7 and a long waiting list in each year group. In addition, each year many local 16 year olds transfer to Bishopshalt for their Advanced Level studies.

Our success has been achieved by placing the interests and welfare of our pupils at the centre of our activities. The school exists to help young people to discover and develop their abilities, to learn the skills and knowledge that will help them in their careers and to grow into confident and caring members of the community. We make our expectations clear and are prepared to enforce the highest standards of behaviour, courtesy, uniform, effort and work. We believe strongly in the motivating power of reward and praise but are prepared to back this up with firm sanctions when necessary. Bishopshalt is committed to safeguarding of all of its students, all staff are required to adhere to our safeguarding policies and procedures and undertake a full enhanced DBS check.

In the application pack you will find further information about the school and details of the application process. If you would like to discuss the post with Mr McGillicuddy, Headteacher, or would like to visit the school, please contact Zena Bermingham, PA to the Headteacher, on 01895 233909 x 1339 or zbermingham@bishopshalt.school to make arrangements.

Socially distanced visits may be made during the period Monday 8th to Friday 12th February or Monday 22nd to Friday 26th February. Shortlisted candidates will be notified by Thursday 4th March and sent full details of the interview process.

Applications can be made online to zbermingham@bishopshalt.school or via post. In addition to completing the application form, please also submit an application letter of no more than two sides of A4; minimum font size 10.

Closing date is noon on **Friday 26th February 2021.**

We look forward to hearing from you.

Yours sincerely

Liam McGillicuddy (Mr)
Headteacher








An Arts College specialising in Music and the Performing Arts Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr L McGillicuddy

BISHOPSHALT SCHOOL

Core Values

	Love Learning	To develop in students a love of learning. Bishopshalt students will thirst for knowledge due to the intrinsic joy that it brings.
	Show Kindness	To develop and instil in our students the virtue of kindness. Our students do things for others for no personal gain.
	Build Character	To develop in students the determination and dedication to succeed. Bishopshalt students are able to overcome any challenge that may come their way. Our students are focused, resilient and readily overcome adversity.
	Chase Brilliance	To develop students who do not settle for 'it's good enough'. Bishopshalt students always aim to improve their work and aim for perfection due to their belief that they are entitled to be brilliant.
	Bright Futures	To ensure that, for whatever field they choose to enter, Bishopshalt students will succeed. Bishopshalt students will be the very best versions of themselves and compete on the world stage.

Bishopshalt an Academy situated on the outskirts of London, within the London Borough of Hillingdon. The school is set in outstandingly attractive grounds in a conservation area. Part of the school is a grade II listed building, with ornate and landscaped gardens. We have extensive playing fields and purpose built multi-play areas. The school has been established for 111 years, and on this current site since 1928, we celebrated our centenary during the academic year 2007-2008. The school has an excellent and respected reputation within the local community.

We are non-selective, established, successful and oversubscribed school with over 1300 parents naming us in their preferences for secondary education for their children. We have 186 places for our years 7-11 and have very long waiting lists for each of our year groups. Our students typically achieve examination results in excess of local and national averages.

Aside from Years 7-11 we have a thriving 6th Form typically of around 380 students and historically around two thirds of our Year 11 students make the decision to stay on at Bishopshalt to study for A Level or Vocational Studies; the remainder of our 6th Form population are students from the local schools. We have high expectations of all our students enabling them to achieve excellent examination results. Last year, 39% of students achieved an A*-B and 65% achieved A*-C at A level. As most of our students go on to university, the Sixth Form has an academic focus with students applying to prestigious universities such as Oxford, Cambridge and law and medical schools in most years. We offer a very broad range of academic and vocational subjects at BTEC, GCE and Applied A level. The A level blocks are created from student preferences and aim to give students maximum choice. They allow students to specialise in the Performing Arts, Sciences, Arts or Humanities if they wish.

Our staffing is stable, we do not have a high turnover of staff or an incidence of persistent absence; this is the case for both Teaching and Support staff. We have a team of good teachers and support them through continued professional development, opportunity to undertake MA, Teaching and Learning and Middle Leaders Meetings for Middle Managers, We have a comprehensive Performance Management Scheme and School Self Review System. Our support staff is dedicated and are an integral and important part of the school make up. We see all of our staff as one team, with one direction to provide the best education that we can for our students.

As an Arts College we still promote the Performing Arts and as such we hold many events throughout the year highlighting our success and excellence in this area.

We have over 90 classrooms and wherever possible we have housed departments together.

In December 2016 we were inspected by Ofsted who described us thus:

'You are not complacent about the work required to ensure that every pupil is able to success and are highly ambitious for them to do so. Consequently, this is an ambitious school which places the success of each pupil at the core of its work'

Governance

Our committed full Governing Board takes an active interest in all aspects of the school. The Governors work closely with both members of the Senior Leadership and Middle Management team to forge links and understanding that benefit the whole school community.

Senior Leadership Team

Headteacher	1
Deputy Heads	3 (1 Acting)
Assistant Heads	4
Support Staff	2

Staff

SLT	8
Teaching Staff:	74 (includes 3 supply staff)
SLT	2
Support Staff:	57 (includes 15 cleaning staff)

School Arrangements

At Bishopshalt lessons are taught over a one week time table and we operate a five period day; each lesson is one hour.

School Bells

Registration call	08.25
'Late Bell'	08.30
End of Registration/Assembly	08:50
End of lesson 1	09:55
End of Lesson 2	11:05
End of Break	11.30
End of Lesson 3	12.35
End of Lesson 4	13:45
End of Lunch	14:25
End of School	15.30

Pattern for School Day

Registration and Assembly	08:30 – 08:50
Lesson 1	08:50 – 09:55
Lesson 2	10:00 – 11:05
Morning Break	11:05 – 11:30
Lesson 3	11.30 - 12.35
Lesson 4	12:40 – 13:45
Lunchtime	13:45 – 14:25
Lesson 5	14:25 – 15:30

Assemblies in both Weeks A and B

Venue	Monday	Tuesday	Wednesday	Thursday	Friday
Hall	Year 7/8/9	12 (yr)	Year 12/13	13 (yr)	Year 10/11
Gym	11	10	7	8	9

Whole school assemblies will take place in the Main Hall on Monday 7/8, Wednesday 12/13 and Friday 9/10 as above. Year 11 will only attend Year assemblies unless otherwise notified.

The Sixth Form

Bishopshalt School has a very high reputation as a school that values its students and challenges them to achieve their potential. Our aim is to ensure that students have the qualifications, skills and aptitude to be successful in adult life and accomplish their personal goals. We have high expectations of all our students enabling them to achieve excellent examination results. Last year, 69% of students achieved an A*-B and 91% achieved A*-C at A level which emphasises the high quality of teaching that students receive. As most of our students go on to university, the Sixth Form has an academic focus with many students aspiring to progress to Oxford, Cambridge and law and medical schools. However, we offer a very broad range of academic and vocational subjects at BTEC Level 2 and 3 and GCE A level and offer the opportunity for all students to develop leadership skills. The A level blocks are created from student preferences and aims to give maximum choice, allowing students to specialise in the Performing Arts, Sciences, Arts and Humanities if they wish.

We are proud of our strong pastoral system that supports students and helps them to achieve all they can academically, whilst also developing as individuals. We offer a wide range of extra-curricular activities including an Enterprise Conference, in which all students participate. The annual dramatic production is always of the highest quality, as one would expect in a school with Arts College status and always features performances from Sixth Form students. The school is traditional and formal in style but flexible and modern in outlook. Students are expected to maintain the highest personal standards of attitude and behaviour at all times. This includes conforming to a dress code that is smart and formal.

Bishopshalt Sixth Form welcomes all students who are motivated to work to the best of their ability and who want to build on their qualifications whether they are intending to stay for one, two or three years. The Sixth Form is drawn from a wide area and each year a large number of students join us and are made very welcome.

A level Curriculum

Our A level courses are linear two-year courses with exams at the end of Year 13. Bishopshalt School does not enter Year 12 students for AS examinations at the end of Year 12, but uses a rigorous Internal Examination to gauge progress at the end of the first year.

We ask students to choose three subjects to study over two years. As most universities and employers make offers based on a three A level program, we believe that the extra study time will help students achieve the best possible grades.

Progression to Year 13 does not follow automatically. Such progression has to be earned through performance reflected, generally, in a minimum Grade D in our Year 12 Internal Examination, with a student requiring at least this minimum qualifying grade in three of their subjects to enter Year 13.

Course Entrance Requirements

Students need six grade 4s (C) including Maths and English, both at Grade 4. It is then expected that students should have a GCSE Grade 6 (B) in the subject they wish to study i.e. Grade 6 English Literature to study English Literature A level. There are a number of subjects which have a higher entrance requirement for example grade 7 GCSE Maths to study A level Maths).

Students taking a BTEC Level 3 course will be expected to have five or more GCSE grade 4 (C) or above passes or a BTEC qualification at merit or distinction level and four further GCSEs at grade 4 (C) or above. All students undertake a full-time course, which is scheduled into a ten day cycle of lessons, with five lessons each day (some of which are study periods). In addition, the Extended Project Qualification is available and all students study Learning for Life.

HOW TO APPLY

Timescale

School Visits:	Monday 8 th to Friday 12 th February 2021 Monday 22 nd to Thursday 25 th February 2021
Closing Date for Applications:	Noon Friday 26 th February 2021
Shortlisting:	Week Commencing Monday 1 st March 2021
Candidates Invited to Interview:	By Thursday 4 th March 2021
Interviews:	Week Commencing Monday 8 th March

Application Forms

Please return your completed application form to Mrs Z Bermingham, PA to the Headteacher, either by email zbermingham@bishopshalt.school or by post to the school address.

Visits & Informal Discussions

To arrange either an informal discussion about the post or a visit to the school during the period as outlined above please contact Zena Bermingham either via email or 01895 209072.

Applications

If you decide to apply for the post, in addition to completing the application form, please also provide a letter of application, two sides of A4, minimum font size 10.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn round, all references will be called for prior to interview.

Your referees are your last two employers and you should provide their official organisational email address for us to contact.

Your referees should be your current or most recent Headteacher.

Selection Process

Details of the selection process will be sent to shortlisted candidates when they are invited for interview. The selection panel is likely to reduce the number of candidates at the end of the first day.

Safeguarding

In order to safeguard children the school is committed to:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- Developing and implementing procedures for identifying and reporting cases or suspected cases, of abuse
- Establishing a safe environment in which children can learn and develop

Convictions

Due to the nature of the work for which you are applying this post is exempt for the provisions of Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975. Applicants are therefore not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions Act. In the event of employment, any failure to disclose such convictions, cautions or bind over orders could result in dismissal or disciplinary action by the governors.

The post for which you are applying gives substantial access to children. You should therefore note that, in the interests of the protection of children, the governors will carry out a check with the Disclosure and Barring Service to establish whether the successful candidate has a criminal background.

EMPLOYMENT AT BISHOPSHALT SCHOOL

The Governors will only employ people who are:

- willing to undertake a full enhanced Disclosure and Barring check
- committed to promoting and safeguarding the welfare of students

If you are appointed at Bishopshalt School you can expect:

- the Governors to act as an excellent employer
- a school committed to quality education for all young people
- a strong, committed professional team of staff
- professional development for all staff
- whole staff involvement in the decision and policy making process
- clear and effective communications
- a carefully planned, well managed and developing curriculum
- a commitment to equal opportunities
- the opportunity to join a relevant pension scheme

When making appointment at the school the governors will look for people who are:

- suitably qualified for the post
- suitable to work with children
- good communicators
- committed to team work
- committed to comprehensive education
- willing to attend and contribute to extracurricular activities
- committed to continued professional development
- enthusiastic, hardworking with an excellent record of attendance

- committed to equal opportunities
- able to liaise effectively with pupils and students
- committed to efficient resource management
- committed to financial viability
- committed to the well-being of all staff, teaching and support alike

The Governors will be looking for a person who has the ability to:

- lead by example
- promote a clear educational philosophy
- create a climate of high expectations for the school community
- inspire and gain the respect and loyalty of staff
- inspire the students to be the best they can
- handle sensitive issues relating to both staff and students
- prioritise and manage time effectively
- be committed to the ethos of Bishopshalt School
- enhance the reputation and standing of the school in our wider community
- develop partnerships with other agencies to further the aims and achievements of the school

Conditions of Employment

An offer of appointment is conditional upon the following:

- Receipt of at least two references which are satisfactory to the Chair of Governors
- Verification of the Candidates identity
- A list 99 Check
- A full enhanced DBS Check
- At the Governing Bodies discretion a satisfactory medical check
- Verification of qualifications – receipt of original degree or equivalent certificates
- Verification of professional status e.g. GTC registration – NPQH qualification
- Verification of right to work in the UK – where applicable
- Overseas check if/where applicable

Diversity Statement

We believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff and students, enabling them to achieve their full potential, contribute fully and derive maximum benefit and enjoyment from their involvement in the life of Bishopshalt School.

Bishopshalt School operates strict Child Protection Recruitment Procedures and all successful candidates will be expected to undertake an enhanced DBS check.

Bishopshalt School is a non-smoking site and as such smoking is not permitted on the school grounds.

JOB DESCRIPTION

Deputy Head Teacher

Salary: Leadership: L23 £75,842 to L27 £83,305 (Outer London)

Hours: Full Time

Contract type: Permanent

Reporting to: Head Teacher

Responsible for: Line Management of defined areas of the school.

Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

If the Headteacher is absent, the deputy Headteacher will deputise, as directed by the Governing Board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities:

Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

Pupils and staff

Under the direction of the Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Do develop the School Improvement Cycle
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out as this will be determined by your experience and the needs of the school.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

DEPITY HEADTEACHER - PERSON SPECIFICATION

Specification	Essential	Desirable
1. Education and Qualifications	<p>Degree or equivalent</p> <p>Qualified teacher status</p> <p>Recent & relevant management development/training in preparation for a leadership role</p>	<p>Post qualification award or higher degree</p>
2. Professional experience	<p>Masters level qualification in Education</p> <p>Five years teaching experience and a minimum two years in a Senior Leadership Team (or equivalent) - proven record of significant Middle/Senior Management achievement</p> <p>Involvement in school self-evaluation and development planning</p> <p>Experience of contributing to staff development</p> <p>Experience of full 11-18 age range</p> <p>Experience of co-educational, comprehensive education</p> <p>Knowledge and understanding of the OFSTED process</p> <p>In-depth knowledge & understanding of current educational priorities and matters including 11-18 curriculum, raising attainment, value added analysis and target setting, other educational priorities and their potential impact on outcomes</p> <p>Excellent track record as an effective innovator</p> <p>Experience of effective raising of standards in Teaching and Learning</p>	<p>Successful school experience</p> <p>Experience as a Deputy Headteacher in a comparable comprehensive school</p> <p>Successful experience of the management of the OFSTED process</p> <p>Knowledge and understanding of current employment law</p> <p>Experience of deputising for the Headteacher as and when required.</p> <p>Experience of use of networks to improve standards</p> <p>Hold a recognised Designated Safeguarding Lead qualification</p> <p>Have had experience of either being the Designated Safeguarding Lead or have deputised for the DSL as necessary</p>

	Fully conversant with safeguarding issues	
3. Leadership and management skills	<p>Outstanding leadership skills; able to deploy a range of leadership style in different situations</p> <p>Successful management of whole school improvement strategies</p> <p>Experience of leading and managing a pastoral team</p> <p>Experience of developing staff and of team building</p> <p>Experience of helping a school change its Ofsted outcome for the better</p> <p>Data analysis skills, and the ability to set targets and identify weakness</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Understanding the implications of current national policies and developments and of current local LEA strategies and initiatives</p> <p>Experience of effective school development planning & forward planning</p> <p>Successful management of monitoring and evaluation strategies of teaching and learning, student outcomes, quality of provision and efficiency</p> <p>Evidence of creative & innovative capabilities</p> <p>Evidence of well-developed interpersonal and communication (including written, oral and presentation) skills and the ability to inspire others</p>	<p>Understanding & experience of management of health & safety issues</p> <p>Understanding of school finances and financial management</p> <p>Understanding & experience of cross phase liaison issues</p> <p>Experience of leading staff training activities</p> <p>Personal proficiency in the use of ICT</p> <p>Professional proficiency and experience in the use of ICT with pupils for learning</p> <p>Professional proficiency and experience in the use of ICT for data management</p> <p>Experience of managing Core Subject areas and being able to demonstrate how outcomes have been improved</p> <p>Experience of leading the work of Governing Body Committees</p>

	<p>Wide experience of managing change, leading innovations and meeting challenges.</p> <p>Successfully able to inspire, challenge and motivate others</p> <p>Excellent communicator at all levels, building and maintaining effective relationships with all stakeholders</p> <p>Relates well to pupils, has high expectations of them and inspires them to achieve</p>	
4. Personal Qualities	<p>Commitment to a broad and balanced education for all students</p> <p>Total commitment to pupils' personal, social and emotional wellbeing</p> <p>Clear commitment to inclusion and equality of opportunity</p> <p>Open to ideas and change</p> <p>Has honesty, integrity, wisdom, passion, energy, presence, patience, resilience, charisma and a sense of humour</p> <p>Clear vision, ability to think creatively, plan, monitor, evaluate and review</p> <p>Willingness to undertake a variety of tasks</p> <p>Ability to create positive relationships with all members of the school and its wider community</p> <p>Ability to complete tasks and projects despite pressure of competing priorities</p> <p>Ability to lead and motivate others to work together productively</p> <p>Ability to understand issues from other perspectives</p>	<p>Good sense of humour</p> <p>Evidence of commitment to recognising the best in and getting the best out of others</p> <p>Interests and experiences outside teaching – ability to sustain an equitable work/life balance</p>

	<p>Ability to inspire confidence in students, colleagues and parents</p> <p>Is capable of maintaining a good work – life balance.</p>	
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