



**BURFORD
SCHOOL**
FOUNDED 1571



JOB INFORMATION

ASSISTANT HEADTEACHER: TEACHING & LEARNING

APPLICATION DEADLINE: Tuesday 9th May 2023 (10.00am)



Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market of Burford.

We look forward to meeting you soon.

Mr Albrighton

Headteacher of Burford School



Our ethos is to provide the '**best of education**' to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

Respect

Inclusive, Sustainable, Community-led

We empower our students to respect one another and themselves.

Participate

Inspiring, Enriching, Diverse

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

Reach

Ambitious, Bespoke, Nurturing

We support our students to reach to be the best versions of themselves.

Deputy Head
Miss Caroline Skerten

Discipline
Admissions & Attendance
Digital Strategy
Boarding (inc. Ofsted)
House Structure
Student Council



Headteacher
Mr Matthew Albrighton

Strategy, Vision and Mission
Standards & Ofsted
Marketing & Development
Senior Leadership Team
Sixth Form
Careers



Director of Business & Finance
Mr Alan Staniforth

Day & Boarding Finances
Statutory Compliance
Premises, ICT & Catering
Audit
Lettings
Transport



AHT – Student Development
Mr Gurdeep Ubhie

Safeguarding
Years 7-11 Pastoral
Student Monitoring
Student Wellbeing
SMSC & PSHE
Burford Pledges

HOYs 7-11
Home School Link Worker
Senior Pastoral Assistant



AHT – Inclusion
Mr Stuart Bassett

SEND
Interventions
EHCPs
Pupil Premium
Annual SEND and PP Reports
Reach Programme

Assistant SENDCo
PP Advocate
SEN Manager
Teaching Assistants
HLTAs
Reach Coordinator



HR Manager
Mrs Sarah Evans

Recruitment
HR Policies
Staff Attendance
Appraisal – Support Staff
Staff Wellbeing
GDPR Lead

Calendar & HR assistant
Resources & Reprographics
Reception & School Office
Administration team
First Aid



AHT – Staff Development
Mrs Sharon Scantlebury

Teacher Prof. Development
Inset/training/NPQ
New Staff Induction
Early Career Framework
PGCE + University links

ECTs
Librarian
Academic Admin Support
Department links



AHT – Curriculum & Standards
Mr Daniel Pullin

Curriculum Oversight
Reporting, Reviews & Exams
Whole School Data
Timetable & Options
Calendar
Cover planning

Cover Manager
Data Manager & Assistant
Exams officer
Curriculum Coordinator
Department Links



AHT – Teaching & Learning

Adaptive Teaching
Professional Learning Hubs
Teaching Research Lead
Digital Learning
Intent Aligned Assessment

Department Links



THE ROLE

1. Specific Role Responsibility: Teaching, Learning and Assessment

- 1.1. To provide an identity to and be the strategic lead on the development of teaching practice
- 1.2. To develop and nurture a clearly defined set of Burford School learning habits
- 1.3. To provide professional leadership and management of Teaching and Learning across the school to raise standards of student attainment and achievement
- 1.4. To support staff in the explicit recognition of the relationship between curriculum, teaching practice and assessment
- 1.5. To lead innovation and development of research informed practice across the school, making use of internal and external data to monitor effectiveness
- 1.6. To enhance the use of digital platforms in the sharing of resources and providing opportunities for collaboration in teaching and learning
- 1.7. Oversee the organisation and foci of the staff professional learning hubs
- 1.8. To capture student voice and support departments in its effective use to guide improvements to Teaching and Learning practice
- 1.9. To coordinate and lead, with AHTs responsible for Staff Development and Curriculum & Standards, the academic quality assurance process
- 1.10. To directly line manage a number of Heads of Department
- 1.11. To act as research lead and collaborate with the Deanery of Oxford University School of education
- 1.12. To be a lead professional for the Governing Body's Curriculum and Standards committee



2. General Role Responsibility

2.1 You are to carry out the duties of a school teacher as set out in the current Pay and Conditions Document (including Teacher Standards) subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by SLT and/ or the Headteacher and the accountabilities expected of teachers at Burford School.

2.2 To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all students.

2.3 All staff are involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.

2.4 All staff are expected to take an active role in the School and Department Self Evaluation process.

2.5 All staff are expected to actively engage with professional development and seek to improve practice

2.6 To comply with and adhere to deadlines set by internal and external bodies as relevant to the post.

2.7 To be fully aware of, and adhere to, all safeguarding procedures within School.

2.8 As a member of SLT you will be expected to contribute to maintaining standards of behaviour and discipline by taking an active role in duties etc.

2.9 To uphold collective and cabinet responsibility as a member of the SLT

2.10 To uphold the school's principles and policies which underpin good practice and the raising of standards, uphold and promote the school's aims and values and act as a positive advocate for the school at all times.

2.11 To undertake annual reviews in line with the professional development policy

2.12 Contribute to communicating and adhering to the vision for the school, so that it is clearly articulated, shared, understood and acted upon effectively by all.

2.13 Demonstrate the vision and values of the school in everyday work and practice. Motivate and work with others to create a shared culture and positive climate

2.14 Develop and implement policies and practices relating to specific area as required, which reflect the School's commitment to high standards and are consistent with national and local strategies and policies



3. SLT Role Responsibility

- 3.1 All members of SLT will be expected to carry out reasonable duties as a matter of course outside of normal working hours.
- 3.2 Work with the Headteacher to provide effective organisation and management of specific areas of responsibility, and seek ways to improve structures and functions based on rigorous self-evaluation
- 3.3 Work with the Headteacher and as a member of the SLT to implement strategies that ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
- 3.4 Oversee, monitor and evaluate the area budget allocation to ensure the budget is spent in line with area priorities and best value principles
- 3.5 Support all staff in achieving high standards through effective professional development
- 3.6 Implement or support successful performance management processes within your area of responsibility or link departments
- 3.7 Work collegially with all members of the SLT

4. Strengthening Community and Culture – Respect Participate Reach

- 4.1 Collaborate with the Headteacher and SLT to engage with the internal and external school community to maintain inclusion and equity
- 4.2 Together with the Headteacher and SLT, collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
- 4.3 Collaborate at operational levels with parents and carers and across multiple agencies for the well-being of all children
- 4.4 Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- 4.5 Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 4.6 Develop and maintain a culture of high expectations for self and others in your area of responsibility
- 4.7 Seek out joy and display good humour

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the AHT Teaching and Learning work programme will be negotiated and agreed at the beginning of the performance management cycle.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve. Any changes would be made after full consultation with the staff involved.



Personal Skills

You will have proven ability to:

- reflect professional and learn quickly
- lead and manage people
- contribute to the vision and the values of the School
- establish priorities and plan for change
- motivate staff and develop a strong sense of commitment to the School
- maintain presence of mind in adverse situations
- analyse, judge and resolve problems in order to arrive at fair decisions
- communicate clearly, appropriately and cogently with staff and stakeholders
- chair and participate in meetings effectively
- work effectively with governors and external agencies
- challenge constructively



Qualifications and Professional Experience

You will:

- have the qualities, skills and confidence to undertake a senior leadership role
- be qualified to at least degree level and have QTS
- be an outstanding teacher
- have evidence of continuing professional development
- have a track record of success as a middle/senior leader in secondary education
- have experience of effective student behaviour management, pastoral care and SEND
- be committed to support students to achieve the highest levels of attainment and added value through positive learning experiences
- have successful experience of the leadership of change
- have experience of leading, managing and developing team

Professional and Technical Knowledge

You will be able to demonstrate:

- the ability to contribute to the operational control of the School on a daily basis and contribute to its smooth running
- widespread knowledge of current educational issues, specifically on raising attainment, the curriculum, learning and teaching
- an ability to lead in strategic planning and school development
- excellence in the use of data to improve standards and track student progress
- knowledge of effective strategies for achieving the highest standards of learning and student attainment
- proficiency in self and school evaluation
- expertise in monitoring, evaluating and promoting effective teaching and learning
- an understanding of performance management processes
- knowledge of the management of effective behaviour management as an integral part of teaching
- a sophisticated understanding of ICT and its use and relative merits across all aspects of the school, including teaching and learning and administrative practices





Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Additional Staff Benefits

- Additional PPA for professional development
- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Teacher pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town



HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

Please download job details and an application form from our Eteach page:

www.eteach.com/job/assistant-headteacher-teaching--and--learning-1326270

or

Contact Mrs S Evans, HR Manager, at the following email address:

s.evans@burford.oxon.sch.uk

Application deadline: **Tuesday, 9 May 2023 (10.00 am)**

Interviews will be held: **Friday, 12 and Monday, 15 May 2023**



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www.burford.oxon.sch.uk

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