



Assistant Headteacher STEM Lead

Recruitment Pack

We reserve the right to interview as
applications are received

Application Deadline:

21st January 2024

*Educating Successful Women
of the Future*





Welcome

Thank you for your interest in joining our team at Ricards Lodge High School. We have been an outstanding school since 2017 confirmed in our most recent inspection, September 2023 when it was reported that our school provides all pupils with an “exceptional education”.

We are a successful, vibrant and innovative school with a tradition of academic excellence, catering for girls between the ages of 11- 18. We have a strong reputation for our performing and visual arts, we were a previously designated specialist school. We have a joint co-educational Sixth Form, RR6, with a range of academic and applied courses on offer, set in a stand alone Sixth Form block. We are building a new STEM sixth form building on our site to be opened in 2024-25 with three science laboratories and a CAD Suite for Technology.

Our staff are committed to delivering a high quality educational experience including academic excellence and personal development. We are passionate about staff wellbeing and staff development and our teachers are supported to thrive and inspire each other.

Consultation and staff voice are highly valued through timetabled working parties and staff evaluation.

We are privileged to be such a diverse school and we are proud of the harmony that exists between us all. Our curriculum and extra-curricular activities give us the opportunity to prepare our students to take their place in the changing global society.

Our mission, ‘education successful women of the future’ guides us in our work.

Our School Values

We Aspire
We are Resilient
We have Compassion
We champion Equality
We work Together



About You

You are looking to develop your role further as a STEM leader and are ready to step up to the post of Assistant Headteacher and join a Senior Leadership Team in a popular, oversubscribed and outstanding state girls school in the centre of Wimbledon Village. You have significant and successful experience of leadership of a large team with exceptional outcomes at both GCSE and A level. You are excited to be leading on preparations for a new sixth form STEM building and to grow opportunities at Post 16.

You have led training either in STEM subject specialisms or Teaching and Learning. You know how to grow talent in your teams, embed a shared sense of purpose and support great middle leaders in the development of their leadership skills. You may have completed an NPQSL or similar senior leadership programme. You are ambitious for your teams and drive change forward with a supportive culture.

EDUCATING SUCCESSFUL WOMEN OF THE FUTURE

1

WE ENJOY LEARNING AND INTELLECTUAL CHALLENGE



2

WE EMPOWER STUDENTS AND VALUE RELATIONSHIPS



3

WE GROW STAFF TALENT AND HAVE A SHARED SENSE OF PURPOSE



4

OUR ESTATE PLAN IS AMBITIOUS AND WE PLAN AND RESOURCE SUSTAINABLY



5

WE INCLUDE PARENTS AND COMMUNITY AND OUR SCHOOL IS A HUB OF ACTIVITY



Job Description

Assistant Headteacher

As a member of the Senior Leadership Team you will be expected to support the Governors and Headteacher achieve their goals outlined in our strategic plan.

Responsibilities include;

Leadership Responsibilities

- to be ambitious for both staff and students especially in the STEM subjects
- initially to work with the Science leadership team to develop and ambitious curriculum offer and continue to recruit to STEM all subjects
- to lead and support the STEM enrichment programme
- to foster a shared vision in the curriculum team which reflects the whole school vision and school priorities
- to lead, guide and motivate team members
- leading and developing staff training to develop and enhance teaching practice across the school
- to ensure all school policies are consistently implemented
- the day-to-day management of the school including duties
- Establishing policies for achieving these aims and objectives
- Monitoring progress towards meeting the school's aims and objectives
- Quality assure teaching and learning
- Follow relevant procedures where there is a cause for concern in teaching practice. Implement and monitor appropriate intervention

- Prepare and present at relevant SLT and Governor committee meetings
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Organisational management and school improvement

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Job Description

Staff management and professional development

- Review the performance and manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to support you in your role

Governance, accountability and working in partnership

- Work with the governing board as appropriate
- Liaise with AHT STEM lead at our partner school
- Where relevant attend meetings to support the new building project
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Pastoral

- Line manage a Head of Year
- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Promote the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions, attainment and wellbeing to inform future improvement strategies

Job Description

Accountability

- Meet and report to the Deputy Head and Head teacher
- Liaising with relevant staff in respect of individual student needs
- to prepare and provide regular progress presentations to the SLT, Governors, parents as appropriate
- to contribute to the development of whole



Professional development

Appropriate CPD will be provided either through the **SSAT Lead Practitioner Programme** or through the **NPQ Professional Development** qualification through our partners the Wandle Teaching Alliance.



Person Specification

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Qualifications, Knowledge & Training			
Qualified teacher status	●		Application
Relevant specialist qualifications in your subject area	●		Application
Knowledge and understanding of curriculum requirements and developments within your own subject specialism	●		Application Interview
Commitment to personal CPD and CPD of others	●		Application Interview
Experience as a form tutor and / or pastoral work		●	Application Interview
Leadership			
Experience of leading a project or team to improve outcomes for students	●		Application Interview
To lead a team, galvanizing a culture of growth and development and able to focus priorities for the team ensuring success	●		Application Interview
Skills & Abilities			
To be able to teach lessons which consistently meet the Teacher Standards	●		Application Interview
To use a variety of strategies to inspire and engage students and promote a stimulating learning environment to raise attainment	●		Application Interview
Ability to work well across departmental teams	●		Application Interview
To be a confident user of IT as a teaching and analysis tool	●		Application Interview
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	●		Application Interview

Person Specification

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Skills & Abilities			
The ability to plan and deliver CPD to support and enhance whole school teaching and learning	●		Application Interview
Excellent verbal and written communication skills with the ability to relate well to the whole school community.	●		Application Interview
Personal Qualities			
Energy, enthusiasm, determination and an insistence on high standards	●		Application Interview
Be able to work under pressure, prioritise and manage time effectively	●		Application Interview
Flexibility and resilience	●		Application Interview

Working at Ricards

Ricards Lodge offers all new staff;

- Strong programme of in-service training for all staff including all leaders through the Apprenticeship Levy and the full NPQ suite of courses.
- All Early Career Teachers will be provided with continued professional development as outlined in our Early Career Framework policy. Ricards Lodge provides training for mentors and ECT with our partners: Wandle Teaching Alliance and UCL's Faculty of Education and Society.
- A graduate teaching assistant programme leading to teacher training with Teach Wimbledon

The staff are very supportive towards each other with a great camaraderie existing throughout the school with a number of social events that are open to all and well attended.

When you come and work at Ricards Lodge High School and RR6 you will be able to benefit from a structured and comprehensive professional development programme. As a valued member of staff we want to ensure that you have access to all the benefits available to you.



As a Merton Employee

Benefits include the following:

- Membership to the Staff Association
- Well being weeks and social events
- A laptop for all teaching staff
- Social staff area and work area for staff
- Access to Merton's Employee Assistance Programme including new wellbeing app with instant access to free support for up to six weeks
- Collaborative approach to teaching and learning
- Merton Employee VDU users – possible to claim a fee towards glasses/eye test
- Annual season ticket travel loans are available.
- Parking on site

Google for Education

All successful candidates will be able to complete Google Fundamentals prior to starting work. All staff work towards completing Google level 1 qualification.

Childcare

The London Borough of Merton's Children's Information Service offers a comprehensive service to help meet your childcare needs. The service can be contacted on 020 8545 3800, or send an email to cis@merton.gov.uk. They can provide information on childminders, playgroups, and nurseries and out of school schemes.

If you need any support with accessing the Tax-Free Childcare Scheme administered via HMRC, we can assist.



Working in Wimbledon

Wimbledon is situated in the London Borough of Merton which was formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the creation of the new borough provided the impetus for more growth, five town centres have emerged – Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219 which runs off the A3. The road network offers fast access to the M23, and M25 and thus to Channel Tunnel links, major airports and the south coast. The main railway station is Wimbledon which is also a terminus for the District Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom Downs and Racecourse and Box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trim trails.



There are 13 multisport areas and also a watersport centre, which has a Royal Yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council, AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon Leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

Venues in Merton present entertainment across the board. The New Wimbledon Theatre is one of south west London's biggest and most prestigious, frequently hosting performances straight from the West End. The famous Polka Children's Theatre is also in the borough together with the All England Tennis Club. Cannizaro Park has a Grade II listed landscape: the Italian garden is used for art events and there is an outdoor theatre season. The Cannizaro Park Festival is one of London's major summer events and has performances of jazz, pop, tribute bands, comedy and many more.



Merton has abundant green spaces and 13 local nature reserves. Wimbledon Common, together with Putney Heath and Common, is a 1140 acre site, 900 acres of which are a Site of Special Scientific Interest (SSSI). It has woodland, heathland and nine ponds and provides great opportunities for relaxed walks. For the green fingered there are also allotments that can be hired.

Merton Abbey Mills is a famous weekend market with 15 independent shops and over 100 market stalls. There is a riverside pub, children's theatre and working watermill so it makes the perfect place for a family day out. There is also a craft village, antique and collectors market and a toy collector's fair. Deen City Farm, an urban community farm, is another ideal place for family outings. The council also organise a wide range of summer and Easter activities for 3-16 year olds. Wimbledon and the surrounding area is dotted with numerous pubs, bars and restaurants catering for all tastes and purses.

For further information on what the London Borough of Merton can offer, visit www.merton.gov.uk



To discuss this role in more detail or arrange a tour of the school please contact

HR@ricardslodge.merton.sch.uk for further information.



Artsmark
Platinum Award
Awarded by Arts
Council England



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Headteacher: Mrs K Page

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