



Sheldon School
Chippenham

Candidate Information



ASSISTANT HEAD HEADTEACHER

Closing date: Tuesday, 26th February 2019

Interview dates: 13th & 14th March 2019

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January 2019

Dear Colleague,

Assistant Headteacher
L13 – L20 (starting point dependent on experience)
Start: September 2019

Following the retirement of Emma le Fleming at the end of the year, we are looking to recruit an enthusiastic, positive and dynamic teacher to join the senior management team at Sheldon. Emma has been with us since joining as an NQT in 1984, moved through the ranks and has been an assistant headteacher here since 2003, so opportunities such as these do not come along often.

Unusually, this will be one of two appointments to the SMT in 2019, with a new deputy headteacher starting at Easter or in September to replace Tim Rand who has been promoted to headteacher at Katharine Lady Berkeley's School after nearly seven years with us. Significant change such as this after many years of stability has allowed us to look at the respective job descriptions of the team members and I would expect the roles to continue to evolve in the coming years, offering even wider opportunities.

Sheldon is a large comprehensive school numbering well over 1700 pupils and has 370 in the sixth form. It is a high-performing school, is popular, over-subscribed for 2019 and has ambitions to go even further. We would expect our new assistant headteacher to play a leading role in this and would want to appoint someone is an outstanding teacher who has pastoral welfare at their core. S/he would need to be a visible leader, someone who is out and about as far as possible, despite obvious demands on their time; we also want a colleague who will give willingly to wider whole-school events.

In addition to the strong pastoral element, which involves working with all year heads, there is a great deal of contact with other colleagues: overseeing CPD, planning staff training and working in partnership with other middle and senior leadership colleagues within the North Wiltshire federation of schools, as well as the line management of cover and MDSA staff. Staff development scored very highly in the most recent external survey in the summer of 2017 and this prominent focus is something we would want our new assistant headteacher to build on and spearhead. Maintaining high standards of behaviour and ensuring consistent processes are followed is also an important feature of the role.

Sheldon's environment is extremely appealing, the site being very well-maintained through significant regular investment. Last March, we completed work on a £700k dance studio and classroom block, most of it funded through a CIF bid, and during Summer 2018, we completely overhauled the sports changing facilities, again CIF-funded.

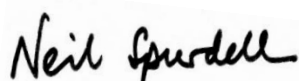
However, it is the staff and students who make the school very special. Students are proud of their school and Ofsted commented in the recent inspection in June 2017 that "pupils are keen to share their enthusiasm and enjoyment of school, reflecting the principles that we have instilled." Moreover, "the all-pervading caring ethos ensures that pupils are happy and able to thrive from the moment they arrive at school." Staff morale, in what are challenging educational times, is high, borne out of there being a real sense of community and a focus on staff wellbeing. We work hard, but the effort is worth it and the students certainly appreciate it.

You will see and hear lots of laughter and, as well as working hard, you will have plenty of fun and fulfilment.

I believe that this is a fantastic place to work – it genuinely is a pleasure to come to school each day and I hope, having read the information available to you, that you will decide to apply. To do so, please complete the application form and provide a letter of application (of no more than two sides).

Good luck with your application. I look forward to receiving it and to perhaps meeting you at interview. The closing date for applications is Tuesday 26th February at noon, with interviews scheduled for Wednesday 13th and Thursday 14th March.

Yours faithfully,



Neil Spurdell
Headteacher

JOB DESCRIPTION

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title: ASSISTANT HEADTEACHER

Salary: L13 – L20

Responsible to: HEADTEACHER

Strategic purpose:

Reporting to the headteacher, the assistant headteacher will provide senior leadership within the school and will play a vital role in ensuring the highest standards supporting quality teaching and learning, brought about through strong behaviour and attitudes across the school.

Key responsibilities:

- To work with the deputy headteacher to promote outstanding behaviour and attitudes to learning amongst key stage 3 students
- Day-to-day leadership and management of key stage 3 heads of year
- Support heads of year in their goal of maximising the development of the whole child, both through the provision of an appropriate tutorial programme and a range of enrichment opportunities
- Plan an appropriate CPD programme each academic year, monitoring and evaluating the provision
- Oversee staff cover and line manage the Cover Manager
- Alongside the School Business Manager, coordinate health and safety matters, including educational trips and visits
- Oversee the work of the MDSA team

General responsibilities:

- Provide an inspirational role model for others
- Represent and promote the school in a professional manner, including meeting visitors, parents and prospective parents, attending and being an ambassador at events as required
- Work with the SMT, contributing to the SEF and school development plan
- Oversee budgets and areas of responsibility
- Carry out other reasonable specific duties as required by the headteacher



This job description does not replace or supplant the current schoolteacher's pay and conditions document. It is subject to renegotiation at the instigation of the teacher or headteacher and it is subject to review as part of the performance management process.

Other:

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To undertake any other reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION
ROLE: ASSISTANT HEADTEACHER

Attributes	Essential	Desirable
Qualifications: Qualified Teacher Status Good Honours Degree Commitment to personal Continual Professional Development	Y Y	Y
Experience: Successful experience of teaching in 11-18 secondary school Minimum 3 years' experience in middle leadership role Successful experience teaching GCSE and A Level Successful team working Experience working with outside agencies	Y Y Y Y	Y
Professional Skills: Outstanding classroom practitioner High level of ICT literacy, including social media Ability to deliver confidently to a wide range of audiences Experience of using data effectively	Y Y	Y Y
Personal Qualities: An ability to inspire others The ability to build strong, mutually respectful relationships with students The competence to lead, manage and develop people individually and as a team A strong drive to deliver high academic standards and to uphold school expectations with staff and students The ability to provide a clear sense of direction and purpose to achieve stated aims Good communication/interpersonal skills and the capacity to listen, empathise and resolve conflict The ability to work effectively under pressure and maintain self-motivation The ability to take initiative and accept responsibility Resilience, energy and stamina Creative and visionary The ability to work with governors, senior management, heads of faculty and heads of year on whole-school initiatives A willingness to contribute to extra-curricular events and activities Ambition for further promotion	Y Y Y Y Y Y Y Y Y Y	Y Y Y

SENIOR MANAGEMENT JOB ROLES

- These are the job roles in 2018-19
- They reflect the skills, interests and experience of the current post holders.
- These roles will be reviewed during the course of the next academic year.

HEADTEACHER: **Neil Spurdell**

Strategic Direction of and Vision for the School: working with the Board of Governors to build on the school's achievements and take it forward; overseeing and monitoring the school improvement and development plans; consultation with staff and governors; leading the whole school community in maintaining ethos, formulating policy and monitoring the performance of the school in the pursuit of its aims

Teaching and Learning: overall responsibility for the curriculum and its assessment

Ethos and Pastoral Care: responsibility for maintaining an environment which promotes effective learning and high standards of achievement and discipline

Leadership and Management: working closely with SMT, leading and managing the staff team in planning the tasks and workload to be undertaken by groups and individuals, ensuring the delegation of tasks and responsibilities and establishing clear lines of accountability

Effective Management of Resources: working closely with senior staff and governors to attract and retain high calibre staff; managing school finances effectively; managing and developing the physical environment and accommodation

The School in the Wider Community: responsibility for fostering positive relationships between the community and the school and for managing relationships with external agencies.

NCS will also lead on admissions, appointments, the school development plan, SEF, marketing and China Partnership

DEPUTY HEAD 1: **Susan Powell** **Personnel, Care and Guidance**

Personnel:

- Appointments (in association with Head)
- ITE and links with training institutions
- NQTs and new staff

Pupil support, care and guidance

- Pupil behaviour and attitudes
- Attendance
- Monitoring pupil progress and pastoral intervention
- Support provision, including outside agencies

Chair and line manager of year heads team, including performance reviews

Oversight of pastoral development planning

Line management of pupil support team

School-to-school support

Oversight and line management of external exams administration

Designated Safeguarding Lead

Staff Handbook

Service of Governors' Staffing, Care and Guidance Committee

Designated teacher for looked after children

Line management of Inclusion Lead and oversight of inclusion provision

DEPUTY HEAD 2: **To be appointed** **Curriculum, Development and Planning**

Curriculum planning and developments assisted by AH1

Timetable

Oversight of faculty development planning

Year 9 and sixth form options systems

Homework (in conjunction with AH1)

Co-ordinating ICT Development

Chair and line manager of faculty heads, including performance reviews

Service of Governors' Curriculum committee and attendance at Governors' Premises Committee

Transport

School calendar

Assessment

Development of school reports and reporting systems

Data and target setting

Equalities



<p>ASSISTANT HEAD 1: Judith Owen Teaching and Learning</p> <p>Leading and coordinating developments in teaching and learning, including feedback and marking, to raise achievement</p> <p>Leading and coordinating teaching and learning training programmes (with AH2), including the teaching and learning group</p> <p>Monitoring of curriculum provision and impact</p> <p>Oversight of curriculum enrichment opportunities (with AH2) and management of the enrichment budget</p> <p>Oversight of whole school display</p> <p>Whole school marketing and school social media</p> <p>SMT member responsible, alongside the community events coordinator, for the coordination of Open Evening</p> <p>Oversight of disadvantaged pupils – strategies and monitoring of impact</p>	<p>ASSISTANT HEAD 2: Vacancy Staff Development and Pupil Care</p> <p>Continuing Professional Development (including staff development days, coaching and federation working)</p> <p>Pupil support, care and guidance</p> <ul style="list-style-type: none"> - Pupil behaviour and attitudes - Monitoring pupil progress - Support provision, including outside agencies - KS2/3 transition <p>Liaison with KS3 year heads</p> <p>Lunch times and MDSAs</p> <p>Oversight of Staff cover and line management of cover manager</p> <p>SMT member responsible, alongside the community events coordinator, for the coordination of Awards Evening</p> <p>Health and Safety Co-ordination (with school business manager), including school visits</p> <p>Pupil rewards</p> <p>Staff duties</p>
<p>ASSISTANT HEAD 3: Eugene Spiers Head of Sixth Form</p> <p>Lead and manage the sixth form, including:</p> <ul style="list-style-type: none"> - Line management of heads of Year 12 and 13 - Marketing and recruitment within sixth form - Quality of teaching and learning within sixth form - Quality of tutoring within sixth form - Development of curriculum within sixth form (with DHT2) and utilisation of data to positively affect sixth form outcomes - Liaison with outside agencies, especially universities and workplace providers - Pupil care: day-to-day issues, attendance, behaviour, reviews, progress - Work with parents - Plan effective transition to sixth form - Work with the senior student team - Oversight of the most able provision whole-school 	<p>SCHOOL BUSINESS MANAGER: James Couchman</p> <p>Finance, including:</p> <ul style="list-style-type: none"> - Budget construction, monitoring and forward projection - Strategic financial planning - Bids for grants and income generation. - The procurement of capital projects <p>Leading, managing and co-ordinating the support services, as well as the maintenance and development of the facilities including:</p> <ul style="list-style-type: none"> - Buildings, facilities, grounds, health and safety compliance - Major support service contracts - Administration services - Recruitment and personnel management for all support staff - Direct line management of support staff serving in finance, personnel, facilities maintenance, administration and commercial letting roles. <p>Service of the Governors' Finance & Premises Committees.</p>
<p>ALL:</p> <p>Whole-school objectives</p> <p>School ethos and discipline</p> <p>Budget planning and monitoring</p> <p>Parent forums</p> <p>SMT representation at parents' evenings and school events</p> <p>Duty team leadership</p>	



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