

## Assistant Headteacher - Head of Sixth Form

Orleans Park is a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,200 students.

In November 2017, Ofsted recognised that Orleans Park is an outstanding school. They said "Orleans Park excels in all the aspects of provision for its pupils" and we have "established an inspirational teaching and learning environment where pupils can flourish and excel". Other highlights include "pupils have very positive attitudes to their learning", they are "keen to learn and take pride in their work. There is a clear sense of enjoyment and willingness to work and pupils have a mature attitude to learning".

In September 2014 we were delighted to open a Sixth Form which now has over 200 students and has been judged "outstanding" by Ofsted, stating that we are "striving for excellence in all areas and are determined to ensure that all students achieve the best they can". Ofsted also recognised the "staff know and care about their students as individuals and are keen to develop their students as successful independent learners" and that "sixth form students are excellent role models for younger students in the school".

At Orleans Park we value the achievements of every student no matter what their abilities or talents. Young people are at the heart of all that we do. We are a truly comprehensive school and celebrate our diversity. Our high expectations of every student, and a caring, respectful and supportive ethos, ensure everyone can "be the best they can be". Ofsted recognised that "the very strong sense of community is palpable throughout the school". Our students know that care and support is always available.

As Headteacher, I'm extremely proud of our students. They are confident, articulate and thoughtful students who continually impress me with their talents and energy. We regularly celebrate the many and varied successes of individuals and groups, and are proud of our inclusive approach.

Our enrichment offer was recognised by Ofsted as "extensive & inspiring" and a key feature of what we believe is important for the personal growth of a young person. There are a wide range of opportunities, challenges and experiences outside of the classroom. We expect all our students to take part in at least one residential activity, either in the woods, by the sea or in the mountains. Student participation in extra-curricular activities is exceptionally high.

There are a wide range of trips and visits arranged each year, both in the UK and beyond. We encourage students to take part in our highly successful Duke of Edinburgh's Award Scheme.

Orleans Park has a strong sporting tradition. We believe it is extremely important to be active and involved in sport - whatever your ability. We are proud of our sporting excellence, which includes winning the Borough Athletics Championships for 34 consecutive years. We also enjoy a strong tradition of music, drama and art at the school.

Please explore our website as this will give you an insight into the vibrancy of Orleans Park:  
[www.orleanspark.richmond.sch.uk](http://www.orleanspark.richmond.sch.uk)

Ms E Ball  
Headteacher

**Assistant Headteacher - Head of Sixth Form  
Leadership Group Pay Spine L15 – L21 (Outer London)  
Required for September 2019**

The Governors of this highly successful and oversubscribed 11-18 school are seeking to appoint an outstanding Assistant Headteacher who will take on the leadership and management of our Sixth Form.

The successful candidate will join an experienced and enthusiastic leadership team committed to a programme of continuous improvement.

Orleans Park is an outstanding school (Ofsted November 2017) with a new Sixth Form in brand new buildings and facilities that opened in September 2014. In November 2017, Ofsted recognised that Orleans Park is an outstanding school. They said “Orleans Park excels in all the aspects of provision for its pupils” and we have “established an inspirational teaching and learning environment where pupils can flourish and excel”.

Situated on a 16 acre site close to the River Thames and the centre of Twickenham, Orleans Park has much to offer:

- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- easy access to Central London and excellent transport links for bus, train, Underground and Overground services
- close to the M3/M4/M25 with staff parking on site
- staff travel card loans, Cyclescheme and Childcare Voucher schemes.

Further details are available from the vacancies page of our website:

[www.orleanspark.school/vacancies/11323.html](http://www.orleanspark.school/vacancies/11323.html)

**Closing date for applications: 10am on Monday 25 March 2019**

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

## JOB DESCRIPTION

<b>Title of post:</b>	<b>Assistant Headteacher - Head of Sixth Form</b>
<b>Scale</b>	Leadership Group Pay Spine L15-21 (Outer London)
<b>Main Purpose:</b>	<ul style="list-style-type: none"> <li>To lead the development of the Sixth Form provision</li> <li>To lead, inspire and motivate all students in the Sixth Form, ensuring their welfare, success and a consistently outstanding experience in line with the school's aims and Development Plan</li> <li>To be a leading professional in the school</li> <li>To promote the ethos, aims and objectives of the school</li> <li>To assist the Headteacher and SLT in determining the strategic direction and development of the school</li> <li>Managing staff and resources and monitoring progress towards the achievement of school aims</li> <li>To lead whole school student leadership</li> <li>Undertake any professional duties the Headteacher reasonably delegates</li> </ul>
<b>Reporting to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Heads of Year 12 and 13 Sixth Form Administrator Sixth Form Learning Resources Centre staff
<b>Liaising with:</b>	The Headteacher and Senior Leadership Team, Governors, Teaching, Pastoral, and Support Staff, external agencies and parents/carers, Middle Leaders, staff with cross-curricular responsibilities
<b>MAIN DUTIES: this job description should be read in conjunction with the professional requirements as set out in the STPCD, and details of specific tasks and responsibilities as set out in the SDP and Roles and Responsibilities document.</b>	
<b>1 - Strategic</b>	1.1 Lead the recruitment, admission and induction processes, including the preparation of the Sixth Form prospectus 1.2 To continue to develop and implement a strategy for university and apprenticeship applications, by developing effective links with universities and organisations, including ensuring that staff, students and parents/carers are well informed 1.3 To ensure all students have positive pathways post school education 1.4 Lead the development of a comprehensive enrichment programme, and integration of the Sixth Form into the work of the school 1.5 Monitor and evaluate Sixth Form students' progress through analysis of data, and develop effective intervention strategies 1.6 Ensure an effective online presence for the Sixth Form 1.7 Provide leadership in the pastoral, social and academic welfare of Sixth Form students, supporting their inclusion in school life 1.8 Support, inspire and reinforce the identity of the Sixth Form 1.9 Maintain and strengthen links with other schools and colleges 1.10 Undertake generic Leadership Team responsibilities 1.11 To take a leading part in the development of policy and the management of the school 1.12 To further develop and promote the Orleans Park Alumni Association 1.13 To be a visible presence in the school on a day-to-day basis 1.14 To lead key developments as set out in the SDP 1.15 To report to the Leadership team and Governors, as appropriate, on the progress of designated tasks as set out in the SDP
<b>2 - Operational</b>	2.1 To oversee the Sixth Form monitoring processes through detailed analysis of data in consultation with the Deputy Headteacher, Student Support and Assessment 2.2 To set the tone for Sixth Form tutorial work 2.3 To ensure that relevant school policies are understood and implemented 2.4 To support tutors in monitoring student progress 2.5 To monitor and support vulnerable students 2.6 To monitor attendance, punctuality and dress code 2.7 To compile and write reports on students as requested by the Headteacher 2.8 To maintain effective contact with parents/carers

	<p>2.9 To organise arrangements for reporting to parents/carers and Sixth Form parent/teacher consultation meetings</p> <p>2.10 To oversee all Sixth Form extra-curricular activities, community work etc.</p> <p>2.11 To oversee the School Prize giving</p> <p>2.12 Lead assemblies, according to the rota</p> <p>2.13 To lead and manage the Year 12 work experience programme</p>
<b>3 - Teaching and Learning</b>	<p>3.1 To contribute to the leadership of the Curriculum and Achievement Committee</p> <p>3.2 To take part in evaluating the standards of teaching and learning in the school, ensuring that proper standards of professional performance are established and maintained</p> <p>3.3 To liaise with the Headteacher and Governors over staffing issues in order to ensure the quality of teaching and the standards of student achievement across the school are maintained</p> <p>3.4 To participate in the selection and appointment of the teaching and support staff to the school</p>
<b>4 - Staffing &amp; Resources</b>	<p>4.1 To manage the resources of staff, accommodation, money and equipment effectively and efficiently and monitor budgets</p> <p>4.2 To line-manage designated staff within the school, holding regular meetings in line with agreed policy and practice, and monitoring the impact of initiatives</p> <p>4.3 To undertake appraisal reviews for identified members of the teaching and support staff</p> <p>4.4 To line-manage other staff as indicated in the plan of Strategic Roles</p> <p>4.5 To actively monitor and respond to developments and initiatives at national, regional and local levels</p> <p>4.6 To contribute to the recruitment of new members of staff</p> <p>4.7 To contribute to the induction of new members of staff</p> <p>4.8 To promote teamwork and effective working practices</p> <p>4.9 To be responsible for the day to day management of staff within the Sixth Form</p>
<b>5 - Monitoring and evaluation</b>	<p>5.1 To report regularly to the Headteacher and Governors through appropriate committees on all aspects of line-managed responsibilities</p> <p>5.2 To identify appropriate targets, and monitor progress against annual targets</p> <p>5.3 To provide relevant information relating to student performance</p> <p>5.4 To monitor and support progress and development of students within areas of responsibility</p> <p>5.5 To ensure the behaviour management system is implemented, and that behaviour is monitored so that effective learning can take place</p> <p>5.6 To evaluate the impact of all improvement activities and to report on the outcomes</p>
<b>6 - Other professional requirements:</b>	<p><b>Other tasks and responsibilities</b></p> <p>6.1 To establish and maintain regular communication in the school</p> <p>6.2 To communicate with parents/carers and outside agencies where appropriate</p> <p>6.3 To attend professional meetings/conferences as required</p> <p>6.4 To carry out Duties as required, according to the rota</p> <p>6.5 To be responsible for personal professional development and to keep up to date with educational initiatives that impact on the school</p> <p>6.6 To attend Governors Committees as appropriate</p> <p>6.7 To engage actively in the appraisal process</p> <p>6.8 To take part in the school's staff development programme by participating in arrangements for further professional development</p> <p>6.9 To attend and contribute to meetings called in accordance with the meeting schedule of the school</p> <p>6.10 To work as a member of a team and to contribute positively to effective working relations within the school</p> <p>6.11 To take part in activities such as Open Evenings, Consultation Evenings, Information sessions etc.</p>
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example</li> </ul>	

- To be courteous to colleagues and be welcoming to visitors and telephone callers
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.

The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

## PERSON SPECIFICATION – Assistant Headteacher - Head of Sixth Form

It is essential that your application includes evidence of your experience against the requirements of the person specification and the interview process will be designed with a view to assessing this evidence.

### Qualifications

- Degree and teaching qualifications (QTS)
- Recent and relevant professional development

### Experience

- Previous leadership experience with significant Line Management responsibility
- Recognising and meeting the needs of a school
- A track record of driving strategies to raise standards of learning and teaching
- Building, maintaining, inspiring and motivating effective inter-disciplinary teams proficiently
- A senior leadership role in an 11-18 School
- Successful track record of teaching across the age and ability range
- Recent experience of working effectively with outside agencies, local community and Governing Body

### Professional Knowledge and Understanding

- In-depth knowledge of developments in learning and teaching, and the ability to use these to improve student achievement
- Commitment to collaborative and consultative working
- Capability to design and implement an innovative curriculum which is driven by the needs of the students
- Direct knowledge of strategies to raise standards; an aptitude and enthusiasm for effective analysis of data and its use in setting targets for improvement
- Recognition of the need for partnerships and effective collaboration with other schools, agencies and organisations.

### Skills and Attributes

- An innovative and collegiate leadership style with the ability to motivate staff towards that Vision and to build on the existing high standards in the school
- An understanding of the importance of, and the desire to engage with and inspire all young people whatever their challenges
- A commitment to working in partnership with an enthusiastic, stable and widely representative governing body and to ensure that they have the information and materials required for the proper discharge of their roles and responsibilities
- The ability to cope with the pressures of the assistant headship and to ensure that the demands of the post do not preclude a full and balanced life.
- Ability to lead and inspire staff and students of all abilities and to communicate high expectations
- A leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents – ability to work well with others in vital
- Recent involvement in providing training and development for staff
- Strong written communications and presentation skills; high order administrative and management skills
- Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines

- Strong emotional intelligence that is attuned to supporting students, parents and staff
- Experience of using data for school improvement
- A creative and innovative thinker, able to engage in debate with all stakeholders
- A person of judgement with a high degree of professionalism and integrity, who will uphold the values of the school and see students as the absolute priority

**Personal characteristics**

- Capacity to work very hard under pressure
- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful
- Resilient
- Determined
- Sense of humour

## YOUR APPLICATION

Please submit:

- 1. A completed Teaching Application Form**
- 2. A supporting statement** which specifically addresses your own qualities and strengths in relation to the role.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the school if there is anything you wish to discuss before submitting your application.

Elaine Ball  
Headteacher

March 2019





## **Safeguarding Statement**

The governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Ms Howarth is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: prevention, protection and support.

For details of the full policy, please see the school website:

<http://www.orleanspark.richmond.sch.uk/policies-and-procedures/11241.html>

September 2018