



TWICKENHAM SCHOOL
Assitant Headteacher -
maternity cover

Application Pack





Headteacher's Welcome

Thank you for your interest in Twickenham School. I hope this recruitment pack gives you an opportunity to see what our school is all about.

We are a student centred school driven by core school values of perseverance, dedication, integrity, empathy and responsibility. Our staff and students work together to aspire, achieve and enjoy the opportunities our school gives us and the strength of being part of the community.

The curriculum provision at Twickenham School is broad, balanced and fully inclusive. There is an emphasis on promoting strength and success in traditional academic subjects, but this is balanced with a desire to foster variety and personalisation in our provision. The curriculum is constantly reviewed and developed to not only meet the needs and strengths of our students, but to provide rich opportunities for them to develop a range of skills and enjoy memorable experiences.

We pride ourselves in developing our staff and there is a focus on wellbeing with a range of activities run throughout each term. Continuing professional development is also a strong focus of the school and is led by both internal and external specialists.

Twickenham School joined the Bourne Education Trust in September 2021. As part of a high achieving, inspiring and creative school, we can ensure our students are equal partners in a community of excellence.

Please take time to look at our website, social media channels and prospectus. We hope you decide to apply to join our school.



Jonathon Lisseman
Headteacher



Job Description

An exciting opportunity has arisen for an inspirational and successful middle leader to join our leadership team at this exciting time for our school to cover a period of maternity.

The successful candidate will be joining our dedicated team of staff who are continuing to build on the successes of 2023 and who will help lead and shape collaboration across the trust and continue to make a difference to our student lives.

The successful candidate will be able to demonstrate:

- Experience of leading at a middle or senior level
- Strong teaching abilities, with a successful track record of raising attainment and progress for students of all abilities
- An understanding of, and commitment to, an inclusive school ethos, ensuring the wellbeing of each child
- A commitment to providing a highly effective learning environment and a willingness to positively embrace change, challenge and opportunities

Location Twickenham, TW2 6JW

Contract Permanent; 32.5 hours per week

Salary Leadership Pay Scale

Benefits: Workplace pension through TPS, occupational sick pay, recognition policies for exceptional performance and long service, ongoing training, learning and development opportunities, HR and wellbeing support, family friendly policies, network of support within the Trust.



Duties & Responsibilities

Leadership and Management

To have specific responsibilities for aspects of school leadership to be agreed upon appointment and to contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- The school development plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school
- Implementing the Authority's and the Governing Body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines.
- Writing governor reports
- Writing and leading on actions for the school development plan

Curriculum Development

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, inclusion, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams support outstanding progress
- Ensuring that information on student progress is used to improve teaching and learning to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual student's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims of the school.

Student Care

To contribute to:

- The promotion among students of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour
- The development among students of self-discipline
- Promoting an outstanding ethos in which students learn and thrive
- Carrying out lunch and break duties

The Management of Staff

- To be responsible for the development and performance management of specific subject leaders
- To participate in the recruitment and development of staff at the school
- To participate in arrangements for the appraisal of the performance of teachers
- The provision of professional advice and support and the identification of training needs

Relationships

- To foster positive relationships across the school community
- To advise and assist the Governing Body as required
- To maintain and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing
- To liaise with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and employers
- To work across the Trust as necessary

The above responsibilities are subject to the general duties and responsibilities contained in the latest School Teachers' Pay and Conditions Document. This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the holder of the post. It is understood that the need to consider any major change in the manner and scope of responsibilities mentioned above will be through negotiation between the post holder and the Head teacher.



Person Specification

Qualifications & Training

- Qualified Teacher Status (QTS) with appropriate degree (E)
- Good academic background experience (E)
- Evidence of commitment to further professional development (D)
- An in-depth understanding of secondary practice, and experience of teaching across the secondary phase (E)
- An excellent understanding of how children learn and can actively promote and support developments in high quality teaching and effective learning (E)
- Have high expectations of student achievement and behaviour (E)
- Have successfully used strategies to improve pupil attainment (E)
- Experience of supporting students of differing abilities and backgrounds (E)
- A strong awareness of whole school and wider educational issues and current developments (E)
- Detailed understanding of strategies and tactics to secure whole school improvement (E)
- Excellent track record of success (E)
- Experience of prioritising, planning, organising, work under pressure and to meet demanding deadlines (E)
- An outstanding classroom practitioner who also has had a strong, positive impact in a leadership role (E)
- Be able to provide evidence of the ability to institute sound procedures to ensure good behaviour and discipline within the classroom. (E)
- Mentoring/coaching experience (D)
- Experience of the Ofsted inspection process (D)

Knowledge & Skills

- Have clear leadership and management skills which include:
- Ability to design, monitor and evaluate classroom provision based on the identified learning needs of individual students (E)
- Ability to use data on a whole school level to raise performance (E)
- Excellent organisational skills (E)
- Excellent written and oral communication (E)
- Good professional networks/contacts (D)
- Ability to lead strategically and be a part of a team, to achieve the school's aims (E)

Knowledge & Skills

- Ability to set aspirational standards, provide professional direction and develop high performing teams (E)
- Decision making skills including the ability to think creatively, problem solve and identify opportunities. (E)
- Ability to manage a budget (D)
- Ability to encourage, motivate and empower staff (E)
- Ability to promote strong links with parents and the wider community (D)
- A willingness to develop knowledge and skills to prepare for further promotion (E)
- Awareness of Safeguarding. (E)
- Commitment to inclusive education and equality of opportunity for all (E)

Personal Qualities

Have clear leadership qualities which include:

- Enthusiasm, patience, persistence, flexibility, tact, imagination, intelligence, commitment, resilience, sensitivity,
- A good sense of humour
- Good interpersonal skills and the ability to make effective links with students, parents, governors and the wider community
- The drive to 'make a difference' to all students





Our School

Twickenham School is a high performing mixed secondary school for students aged 11-16, situated in the heart of the community of Twickenham in south west London.

Our facilities are second to none in the borough. Our buildings were completely rebuilt in 2015 and upgraded in 2018, with further high value capital investment planned over the next three years, which began with the opening of our new Aspire centre in September 2022.

At Twickenham School we are incredibly proud of both our students and staff alike. We believe that everyone is capable of excellence and as a school strive to ensure that every student thrives during their time with us; achieving more than they ever thought possible.

We have very high expectations and provide a broad and balanced curriculum that is designed to stretch and challenge every student and focus on teaching our students the skills to be effective learners; encouraging them with a love of learning that they will keep throughout their life.

To read our latest Ofsted report, please click [here](#).



Our Vision



At Twickenham School, we have high expectations of our students and believe that everyone is capable of excellence.

Our priority as a school is to ensure that our students thrive during their time with us; achieving more than they ever thought possible.

Our Values

As a community of students, staff and Twickenham School families we are incredibly proud of our school values - everything we do is guided by them!

Our students learn the importance of our core values as soon as they join us in year 7, embedding these both into their learning behaviours and daily life as they progress through the school.

Our values encompass the PRIDE we take in ourselves and our community:

Perseverance, **R**esponsibility, **I**ntegrity, **D**edication, and **E**mpathy.





Application Process

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is midday on Friday 19th April 2024, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered). Candidates applying via other job sites should follow the instructions provided. Shortlisting will take place as applications are received and you will be contacted by email if we would like to see you for an interview.

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



Bourne Education Trust ('BET') was established in 2011 and has grown steadily since then. It is largely Surrey based with 20 of its 24 schools there, but has also expanded into Hampshire and Richmond. It is made up of 21 academies, 2 associate schools and one free school due to open in September 2024. Of its 24 schools, 13 are primaries, 9 are secondaries, and, with the new free school, 2 are specialist schools. It is responsible for the education of approximately 12,500 pupils and employs just over 1,300 staff. The Trust is organised into both phases and clusters to support collaboration.

The size of its schools ranges from a one-form entry primary to an eight-form entry secondary school with a sixth form. Schools are equally important and carry the same influence in terms of decision-making within the Trust. Each school has its own Head and Local Governing Committee. The Trust is led by Alex Russell, Kate Sanders, Rob Isaac and Penny Alford.

BET Values

BET's values are summarised by our strapline: 'Transforming schools; changing lives'. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not always experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

BET Philosophy

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. We are highly focused on our work on equality, diversity and inclusion ('EDI') and environment, social and governance ('ESG') to ensure our organisation is highly sustainable and a driver for social justice. This permeates through our Trust-wide think tank, our CPD offer and our quality assurance approach.

For more information on the Bourne Education Trust, please click [here](#).