

COLOMA CONVENT GIRLS' SCHOOL



ASSISTANT HEADTEACHER INFORMATION PACK – FEBRUARY 2019

**L16-L20 (Outer London Pay Scale)
11-18 Comprehensive**





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Headteacher

MRS. J JOHNSON BA PGCE MEd PCME

☎ Telephone 020 8654 6228

☎ Fax (Confidential) 020 8656 6485



Coloma Convent Girls' School

Upper Shirley Road

CROYDON

CR9 5AS

Dear Candidate

**ASSISTANT HEADTEACHER, LEADERSHIP POST
L16 – L20 (Salary Range £61,106 - £66,978)**

Thank you for your interest in joining our leadership team. This vacancy has arisen as a result of the current Deputy Headteacher's internal promotion to headship. Coloma is committed to the development of leadership team members in order to maximise the benefit to the school as well as to support individual career progression.

We are seeking to appoint an inspirational and highly-motivated individual who will work within this newly-formed team to improve the school further and build on its many strengths. Do not be put off applying for the post if you are not a practising Catholic. We welcome applications from colleagues who are supportive of the values of a Catholic school. Many of our staff are members of religious faiths other than Catholicism and make an enormous contribution to the well-being of our students.

At Coloma, we aim to be a truly outstanding school with a reputation for academic excellence, first class care, guidance and support as well as outstanding extra-curricular provision.

Coloma is an inclusive learning community and we are ambitious for all of our students, seeking to ensure that they are challenged to make the very best of their abilities and to achieve success in all that they do. All of our staff, both teaching and support, play an important role in achieving this.

If you would like to visit the school before making an application then please use the information on page 4 to arrange this. We look forward to receiving your application.

Yours sincerely

Mrs J Johnson
Headteacher



COLOMA – AN OVERVIEW

Roman Catholic Voluntary-Aided Comprehensive Girls' School

The Congregation of the Daughters of Mary and Joseph opened Coloma Convent Girls' School in Croydon in 1869. In 1965, the school moved to its present site in Shirley (London Borough of Croydon) where it sits in extensive grounds on the edge of the Addington Hills. Since its foundation, Coloma has continued in the trusteeship of the Daughters of Mary and Joseph (also known as the Ladies of Mary). Our Governing Body is privileged to include Daughters of Mary and Joseph Sisters, who are also trustees of the Congregation.

Here at Coloma, our distinctive ethos enables us to help every student to reach her full potential both academically and personally. We strive to develop each student's confidence in herself and to inspire all of our students to reach for excellence in all they do.

Coloma is recognised as being one of the top non-selective secondary schools in the country. We are consistently oversubscribed and have received four outstanding Ofsted and four outstanding Diocesan reports. In 2016, we were delighted to be accredited with World Class School status. Our most recent Progress 8 of 0.89 places Coloma 93rd out of over 6,000 schools in the country. At A Level, the equivalent measure is the value-added score which is 0.19 and places us in the top 5% for progress. This achievement follows an equally exceptional recognition by the Real Schools Guide as the best Secondary School in Croydon (July 2018).

While our academic results are outstanding, life at Coloma is about much more than success in the classroom. Coloma offers a wide range of extra-curricular and service-related activities. These develop specific skills but, equally importantly, build up values and friendships that students leaving Coloma take with them for the rest of their lives. In 2016-17, Coloma was ranked as the highest performing all-girls' comprehensive school in the country for sport.

What we do remarkably well

- Deliver excellent standards of teaching and learning across the school based on the setting of high expectations for all, with a reflective approach to improving performance that secures the best possible outcomes for all our students.
- Develop a strong understanding of how best girls learn, develop and thrive.
- Cultivate and develop high aspirations for our young women, allowing them to become the successful leaders of the future.

How we succeed

- By ensuring effective professional development and career progression opportunities across the school in order to recruit and develop excellent staff.



STAFF WELL-BEING

Our staff are our most valued asset and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the school. Benefits include:

- Pleasant working environment with very well-behaved students.
- A school set in beautiful green belt land.
- A purpose-built on-site Chapel. A place for worship and quiet reflection.
- Supportive yet challenging governance, which understands that teachers are our most valuable resource.
- A marking and feedback policy designed from the bottom up, with regard for teacher workload, based on a set of principles, different according to department.
- Data capture that is measured and timely. We report progress two or three times a year (depending on year group).
- Minimal written reports.
- No requirement for teachers to submit lesson plans, even for lesson observations.
- Work scrutiny is departmentally-based and developed.
- CPD programmes are tailored to individual requirements which inspire and support development.
- The school calendar and training are planned in advance across the whole year so people know what is happening and when.
- A highly-effective and proactive support staff who play an important role in supporting teaching and learning.
- A Key Stage Team that is responsible for organising key school events and trips.
- Access to our fitness suite.
- Use of on-site canteen offering hot and cold meals and a salad bar, and tea/coffee served at break in the staff room.
- Membership of EAP, an employee assistance programme that offers access to a wide range of online and telephone confidential support services.
- A Staff Association that responds to the welfare of the staff and organises social events.
- Opportunities to participate in enrichment activities e.g. theatre visits.



DETAILS OF THE POST

The Post

The Governors are seeking to appoint a candidate with leadership potential, drive and enthusiasm to contribute to the development of the school and take significant responsibilities within the leadership group.

A person specification and job description follow in this pack and the specific responsibilities of the post will be determined in light of the experience and expertise of candidates.

Leadership Team

From September 2019, the leadership team will consist of the Headteacher, Deputy Headteacher, three Assistant Headteachers and the School Business Manager.

Members of the leadership team line-manage Subject Leaders and Year Leaders. Responsibilities are allocated to each member of the team, but it is expected that these may be adjusted as the needs of the school and individual develop.

The leadership team meets weekly, presently on Wednesday afternoons, with an additional briefing and short-item meeting on Monday mornings.

Application

Applications should be received by Miss Sallie Trembath, PA to the Headteacher, **by 9.00am on Wednesday, 6th March 2019** by email to strembath@coloma.croydon.sch.uk

Statements in support of the application may be written as part of the application form, or separately enclosed. Please note that these must not exceed three sides of A4.

Please ensure that you cover in your statement of application an indication of:

- how you fit relevant aspects of the person specification of the post.
- any relevant experiences and what you have learnt as a result in terms of management and leadership.
- an indication of what you feel you particularly bring to the post including areas of particular development interest.

School Visit

If you would like to arrange a visit to the school, please contact Miss Trembath by email [strembath@coloma.croydon.sch.uk] to book a place. Visits will take place on:

- **Tuesday 26th February 2019: 4.00pm - 6.00pm**
- **Wednesday 27th February 2019: 11.00am - 12.20pm**

The Interview

Short-listed candidates will be notified shortly after the closing date and will be given full details of the interview process at that time.

Provisional interview dates are Monday, 11th and Tuesday, 12th March 2019.



JOB DESCRIPTION – LEADERSHIP POSTS

Specific

The leadership team has clearly defined responsibilities and the members will be awarded certain responsibilities which will change from time to time. This is in order to develop the skills and experience of the individual within the team and also to respond to school needs.

All members of the leadership team have key line management and strategic responsibilities as listed below.

AS A MEMBER OF THE LEADERSHIP TEAM:

1. To assist the Headteacher in whole-school strategic planning with specific responsibilities for designated areas.
2. To undertake the implementation of parts of the school development plan as identified within the plan.
3. To assist in the preparation of curriculum, capital and other bids and submissions to outside agencies.
4. To line-manage designated subject leaders and other staff in all aspects of their responsibilities for raising achievement in the school.
5. To assist the Headteacher in the self-evaluation process of the school through departmental and pastoral annual reviews; departmental examination reviews and other school self-evaluation systems.
6. To assist the Headteacher with interviewing and staffing.
7. To support the school ethos and partnership with the community. This will include giving assemblies and supporting evening school functions.
8. To share with other members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include participation in gate and bus duty, and lunchtime supervision.
9. To share responsibility with other members of the Leadership Team for the good order and conduct of students throughout the school. This will include detention and exclusion supervision and the overview of parts of the school.
10. To be a team leader in performance management.
11. To keep an overview of an allocated year group.
12. To attend Leadership Team meetings and other management meetings as required.
13. To attend meetings of the Governing Body and its committees as required.

In addition to the details above, the successful candidate will be given specific areas to lead and develop as well as day-to-day management responsibilities. The exact details of these will depend on the strengths of the candidate, the overall profile of the leadership team and the needs of the school.



PERSON SPECIFICATION

Qualifications

1. Good Honours Degree or equivalent
2. Teaching Qualification

Experience

1. Extensive, successful and varied teaching experience in the secondary sector up to, and including, Advanced Level
2. Leadership experience e.g. subject leader or cross-curricular team leader
3. Proven track record in leading and managing department or cross-curricular improvement initiatives
4. Recent relevant professional development

Knowledge and Understanding

1. How to improve teaching and learning through working with middle leaders and individual staff
2. How to develop and embed processes to develop students' oracy, literacy and numeracy skills
3. How to monitor student progress and use value-added analysis
4. Effective intervention strategies to support students to achieve well
5. Curriculum developments, both current and anticipated
6. How to strategically plan and implement, then monitor and evaluate progress
7. How to use ICT and other technologies in leadership, teaching and learning

Skills

1. Ability to initiate, develop and implement policies and/or initiatives
2. Ability to lead and/or manage a large number of staff
3. Ability to motivate staff and students
4. Ability to communicate effectively and sympathetically with Governors, staff, parents/carers, students and the local community
5. Ability to learn from experience, and to make well-judged and well-informed decisions
6. Ability to analyse and problem solve, having a positive 'can do' attitude

Qualities

1. Strong sense of moral purpose, with commitment to the school's vision and ethos
2. Vision, imagination and leadership, coupled with a strong work ethic and drive for improvement
3. Sensitivity to the needs of others with the ability to work effectively in a team
4. Ability to work under pressure, welcoming both challenge and opportunity
5. Ability to adapt to changing needs and circumstances
6. Sense of humour and enthusiasm