

Assistant Headteacher



Tring School

Your Recruitment Guide

Contents

| | |
|-----------------------------------|-------|
| Advertisement | 3 |
| Letter from the Head of School | 4-5 |
| About Tring | 6 |
| School Vision and Ambition | 7,8,9 |
| The Ridgeway Learning Partnership | 10-11 |
| Information for Candidates | 12-13 |
| Job Description | 14-15 |
| Person Specification | 16-17 |

“Live to Learn, Learn to Live”



Assistant Headteacher

Full time

Leadership Pay Spine 13 - 18

September 2022

We are a forward thinking and innovative school filled with ambitious and passionate staff who deliver excellence in the classroom and provide a full and enriching education for our students. Are you ready to join this aspirational and effective school? Do you see yourself as trail-blazing and making a phenomenal difference to students, staff and the wider community? If so, then please read on and we will look forward to hearing from you.

Your role will initially be crafted to meet your existing strengths and experience but over time you will take on the responsibility for other leadership functions.

Tring School can offer the successful candidate:

- an outstanding experience at a senior level with involvement in all aspects of the school's leadership
- significant opportunities for professional development both in this school and further afield
- the chance to work with exceptionally committed colleagues who have high expectations of students
- an environment where excitement, innovation and inspiration are the norm
- an opportunity to work in a brand new 'State of the Art' school

Tring School is very popular and over-subscribed, serving the town of Tring and the surrounding villages. It is a mixed Church of England comprehensive school with over 1500 students on roll including 330 in the Sixth Form. Academic attainment is well above average and improving year on year. The school strives to support and encourage individual growth within a caring community. We have a talented team of staff who are ambitious to become outstanding in all areas of our work.

We are proud to be joined by two local Primary schools in our closely formed MAT, The Ridgeway Learning Partnership, where we create a seamless educational journey from ages 3-19.

Ofsted Inspection November 2017: *'Pupils at Tring School are confident and inquisitive learners. Their good attitudes to learning help them to make good progress'*.

If you are interested at the prospect of working in an environment where you can have real impact, and where exciting things are happening, then we welcome an application from you.

Please complete the school's application form and submit it along with a letter of application to Mrs Sally Ambrose, Head of School, by 9.00 am on Friday 25 February 2022.

Interviews will be held on Thursday 3 March and Friday 4 March 2022.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful applicants will be subject to an Enhanced DBS check.



Tring School

CEO of the RLP: Mrs Susanna Collings BSc(Hons), MA, FRSA
Head of School: Mrs Sally Ambrose BA(Hons), NPQH
Mortimer Hill Tring Herts HP23 5JD



Dear Applicant

Thank you for expressing an interest in the post at Tring School. We are immensely proud of our school and the progress we make every day ensuring our students get an amazing educational experience. We expect our students to achieve highly because we have great staff and high expectations for all of them as well! We make no apologies for being unrelenting in the pursuit of the highest standards and provisions for every student. In turn, this requires your full and unwavering support.

Tring is no ordinary school. After a short time spent here, the majority of visitors to the academy come to similar conclusions: 'it's about the people, isn't it?' They marvel at the quality of relationships: between staff, staff and students and students with each other. They note how happy students appear to be and how incredibly hard-working and dedicated our staff are - teaching, support and administration. Relaxed but with a real sense of purpose is a frequent summary. Our Christian ethos underpins our work.

'Teachers and school leaders know pupils well. In most lessons pupils are provided with the support and challenge they need in order to be successful. Pupils are highly motivated to learn' Ofsted 2017

And their reflections are not misguided. Tring School is all about our people. It is about our shared values and beliefs, an ethos of mutual respect and community, a passion for learning that resonates perfectly with "Live to Learn, Learn to Live".

It is great staff and students that make great schools and Tring School typifies this. Our staff work tirelessly because they understand what it takes to get the best out of each student and I am honoured to be leading this team of talented and dedicated colleagues. We have the power to nurture wonderful students with a sense of morality, hometown pride and ambition and we strive to teach and educate as if we invented it! Our motto of 'Live to Learn, Learn to Live' is part and parcel of everyday life at Tring School. Within our Christian community, we believe in confident learners, ambitious individuals and responsible citizens, and this means that we value the success of everyone, as well as their honesty and integrity. We celebrate determination, foster resilience and encourage initiative. We expect all individuals to respect others and have a sense of responsibility towards the community in which they live and work.

Our external metrics such as our GCSE and A-Level results are all good and outstanding. We are within the top 10% for ALL schools for post 16 provision and we are very pleased to see our student numbers continually growing. To find out more please visit our website and under the 'About Us', you will find Ofsted and SIAMS reports which give a strong reflection of our school. Annual staff feedback indicates that 98% of staff are proud to work in our school. They are clear on our direction and say they feel supported within their work. Annual

Tel: 01442 822303 Email: tringschool@tringschool.org www.tring.herts.sch.uk



feedback from parents and students rate our academic provision and pastoral care very highly with over 85% satisfaction.

We are a visionary school that never sits still, passionate about learning and teaching and we embrace new initiatives with pride. As a 'Google Reference School' (30th in the country) we are leading edge when it comes to transforming our pedagogy and enjoy sharing this with schools across the UK. We are 6 years into our Chromebook 1:1 device programme which served us exceptionally well for teaching remotely from day 1 during the pandemic. Students and teachers are both adept with Google Apps for Education and this ensured that students received the same high quality first teaching remotely as they would if they were in the classroom.

We are very excited to have very recently moved into a new school which replaced 80% of our old facilities. The remaining 20% has also been refurbished to ensure that classrooms, office spaces and corridors are of equal standard. Students, staff and parents are delighted by the effects that a new State of the Art School building brings. Corridors and classrooms have so much more natural light and space, which has a very positive effect on all students.

We are also very proud to be a founder school of the Ridgeway Learning Partnership. We work very closely with two main partner primary schools and Tring Sports Centre as we create a seamless education from ages 3-19 in schools. Tring School is wedded to the local community yet it enjoys activities at a regional, national and international level.

If you feel this school matches your own beliefs and values then I would be delighted to hear from you. In your letter, I would like to hear about your experiences, achievements to date and how they will match the needs of our school. Please consider what you could add to our leadership team which will assist us as we continue to develop and move even further forward. We have a very flexible team, therefore, we can integrate the successful applicant's skills and qualities with ease into our structure. In addition, add some thoughts on your educational philosophy and values as this will help us to understand more about you. We are also keen to discover something about you as a person; your interests, preoccupations and achievements in life.

We aspire for a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Tring School. We operate an anonymised shortlisting process.

If you would like to arrange a visit to see Tring School and see how ambitious we are, then please contact my PA, Mrs Vicki Wilson vwilson@tringschool.org. We have allocated two sessions for you to have a tour of the school and to meet some of the team. These will take place at 9.00 am on Thursday 10 and Friday 11 February. If either of these times is not convenient for you, please let us know and we will do our best to meet your availability. I do hope that you will make an application to join us and that will have the chance to meet.

Yours sincerely

Mrs Sally Ambrose
Head of School

About Tring

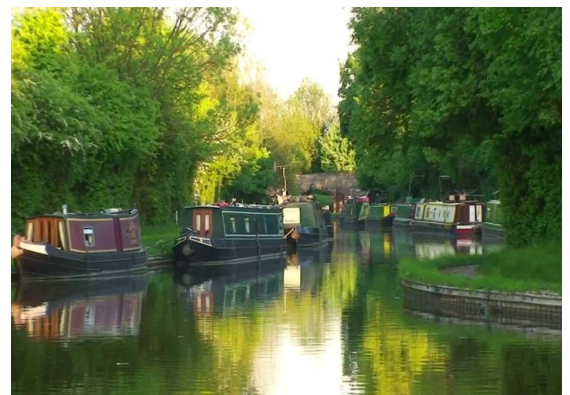
Tring is a small market town in the Borough of Dacorum, Hertfordshire. It has a population of around 12,000 people and is classed as an area of outstanding natural beauty, 30 miles north-west of London. It is set in beautiful surroundings including Tring Park, Chiltern Hills and the Grand Union Canal. London is in easy reaching distance with only a 40 minute train journey into Euston. Tring is steeped in history and dates back to prehistoric times and is mentioned in the Domesday Book.



Our school is located in the centre of the town which typifies our position within the community. We relish the opportunity to get involved with so many events. Music, sport, art, drama are just a few subjects that actively work with community support. Our church is central to our values and beliefs and our Chaplains offer support to our students and staff. We are particularly fortunate to have the support of the church with the education of our students.



Tring Park mansion was once the home to the Rothschild family, who made a considerable impression on the town. Tring is also home to the Natural History Museum which was originally built by the Rothschild family. This has remained ever popular and draws many visitors into Tring to this day. Nowadays, Tring is home to an abundance of local cafés, restaurants, shops and the Court Theatre at Pendley. The theatre hosts a whole array of productions and is most famous for 'Tringe,' which is the comedy warm up to Edinburgh Fringe. Tring has many traditional pubs which are charming in their own right. They serve and support local ales supplied from The Tring Brewery. Tring is home to a Marks and Spencer and Tesco for those all-important supplies. It also has a gorgeous Spa, Champneys, for those who want to indulge.



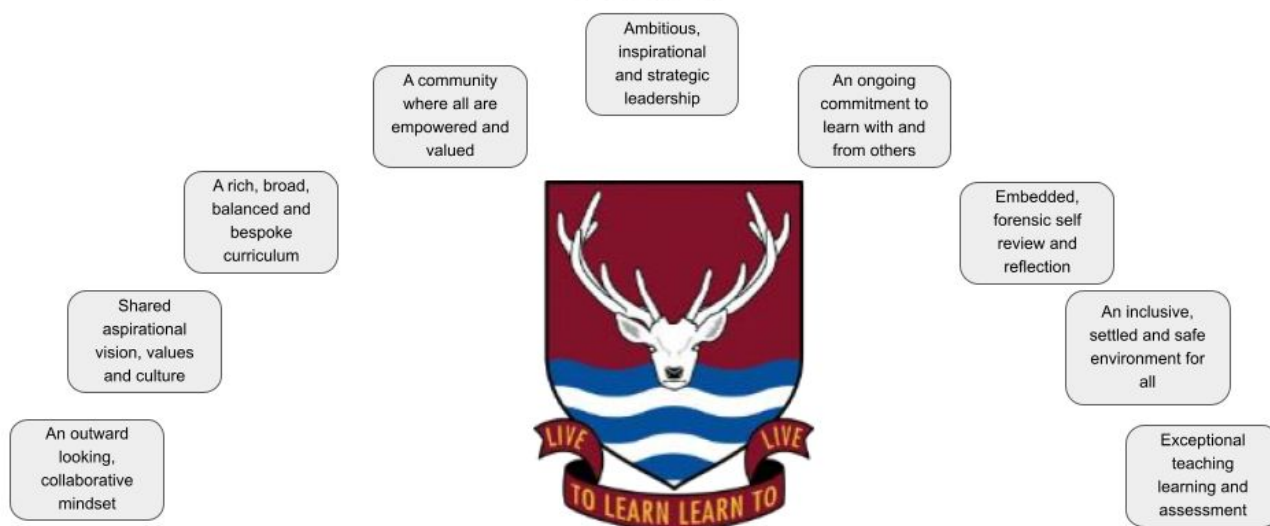
School Vision and Ambition

Our School Motto - 'Live to learn, learn to live' is encapsulated in our drive and determination to provide all students with a world class education, which they richly deserve. Our uncompromising drive for improvement is personalised to ensure that all students from all starting points thrive from attending our school.

In 2017, Ofsted graded Tring School as a Good school with many Outstanding features. Since then the school has moved further forward and we are delighted with the progress that our learners from all cohorts continue to achieve year on year. We are particularly pleased with the most notable improvement for our disadvantaged learners securing a Progress 8 score of +0.52 in 2021.

Whilst external measures remain important they are not the single driving force of improvement at Tring School. As a school, we aspire to be a 'Great School' as described in 'The nine pillars of great schools', by Woods, Macfarlane and McBeath.

Tring School has all of the characteristics of a Great School



'Be not afraid of greatness. Some are born great, some achieve greatness, and others have greatness thrust upon them.' William Shakespeare - Twelfth Night

School Vision and Ambition/cont...

Along with all Great Schools, we aspire to provide a world class educational experience. An experience that fosters a love of lifelong learning, provides students with a rich and deep understanding of academic content, providing an exchangeable currency to secure meaningful, purposeful and successful destinations.

We are committed to educating the whole child through the head, the heart and the hand (The Courage of Our Conviction Peter Hyman 2016). An academic education (the head) gives students the in-depth knowledge of key concepts and ways of thinking; character education (the heart) provides rich experiences and situations for students to develop ethical values and traits such as resilience, kindness and tolerance and the practical education (the hand) nurtures creativity and problem solving and crafting extraordinary work.

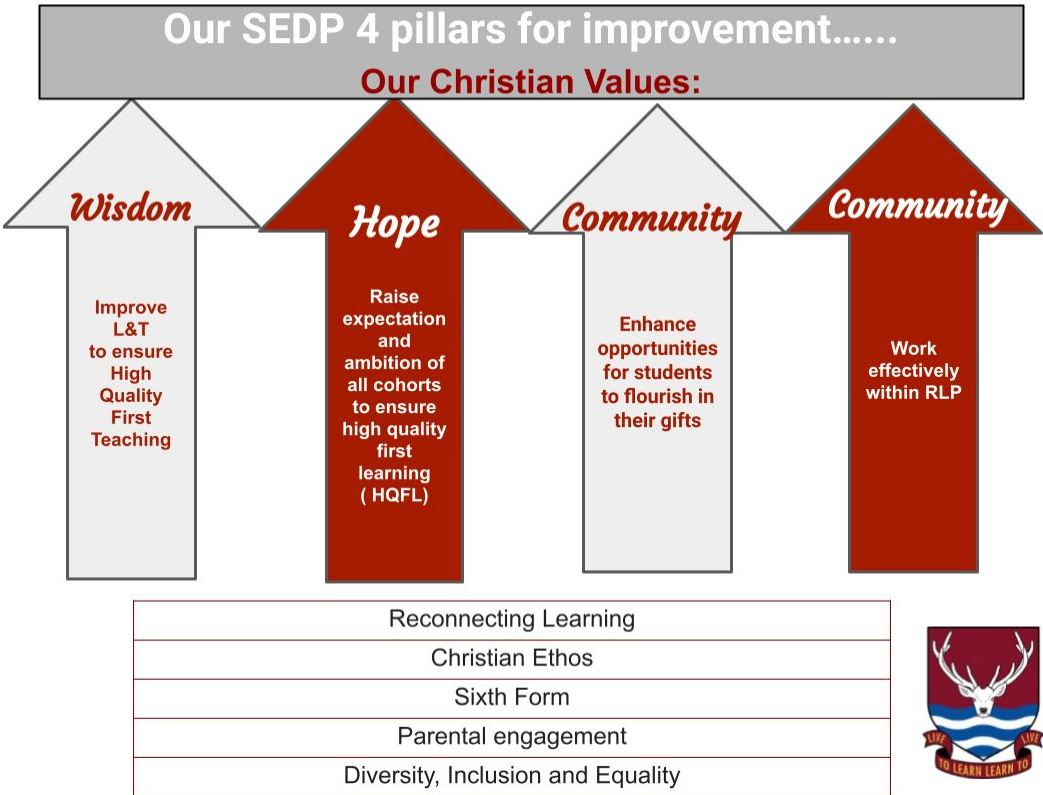
This matches our Christian Values of Wisdom, Hope and Community which is brought to life in our vision as we strive to develop Confident Learners, Ambitious Individuals, Responsible Citizens all underpinned by Dignity and Respect.

As a Great School, we share a clear vision and set of values which is understood, shared by all, and nurtured by inspirational leadership at all levels. We are proudly an outwardly facing school, seeking and sharing best practice. We are rarely satisfied with the status quo, always building on the present to secure an even better future.

The promotion of high- quality first learning and teaching is at the heart of the school's endeavour, with very high levels of exceptional and consistent practice within a rich, innovative and inclusive curriculum. We strive to constantly harvest and harness knowledge, talent, creativity and energy, thriving on appreciative enquiry and quality assurance. Great Schools are future proofed; reliably, rigorously, robustly and relentlessly doing the right things with the right students at the right time. Tring School is a Great School.

School Development 2021-2023

To ensure that we maintain a sharp focus and an unrelenting press for improvement, our School Improvement priorities are streamlined into 4 interlinking Pillars -



The Ridgeway Learning Partnership

"Embracing Challenge, Celebrating Success"

1 Corinthians 12 'Concerning spiritual gifts'



The Ridgeway Learning Partnership is at the heart of the community delivering an inclusive education to learners of all ages. Our mission is to embrace challenge and to celebrate success in all that we do by striving for every learner to reach their full potential.

Our schools retain their distinctiveness but learn and grow together and remain collectively responsible for providing all learners with exciting and inspiring opportunities.

Dundale Primary School, Grove Road Primary School, Tring School, Tring Sports Centre

Vision - The RLP develops excellence in education from ages 3-19 in schools located closely together.

To be considered an education provider of choice, an employer of choice, and community partner of choice.

Each school within the Trust to be:

- recognised as a centre of excellence and nurture for its students
- independent, inspirationally led and self-improving, while sharing the values of the Trust
- an integral part of its local community and valued as such
- give and receive support between other schools within the Trust
- successfully engaging with parents/carers to support student progress, well-being and achievement
- offering opportunities for students beyond their own school, through collaboration
- to develop the Trust's core values, to promote respect and the skills for lifelong learning
- students will feel secure when moving from their primary school to their secondary school, they will know what is expected from them at all times in their educational journey and they will experience a progressive educational experience which builds on prior learning.

Mission

The RLP is at the heart of the community delivering an inclusive education to students of all ages. Our mission is to embrace challenge and to celebrate success in all that we do by striving for every learner to reach their full potential. The culture that we have in our schools means that they each retain their distinctiveness but learn and grow together and remain collectively responsible for providing all students with exciting and inspiring opportunities.

The Ridgeway Learning Partnership/cont...

Rationale

School improvement is the key to school effectiveness and is at the heart of the process of raising standards. It allows us to deliver an education for all children that is of the highest quality. The RLP is driven by its core purpose of improving outcomes and life chances for students and believes that an effective School Improvement Strategy is the key to unlocking the potential in its students, staff and leaders. An effective Multi-Academy Trust (MAT) uses a School Improvement Strategy to help ensure accountability, drive strategic thinking and deploy resources in order to improve outcomes for its students. We believe in schools having autonomy and this will be earned through achieving good outcomes for their learners and intervention by the Trust will be in inverse proportion to success and follows the principles and guidance set out in our Scheme of Delegation. The future is in collaboration through connected autonomy.

Research

The RLP School Improvement Strategy is informed by both research and practice. It is subject to ongoing review and changes as necessary and is a continuous dialogue about the needs of the students and, therefore, the schools in its charge. The Trust is proud of the fact that the strategy is based around a responsive organisation that maintains a clear, strategic focus on teaching and learning. Only by a relentless focus on raising the quality of teaching and learning will outcomes for students improve.

Prospective and Existing Parents/Carers

Our vision, mission, rationale and research is predicated on delivering our very best for the young people in our schools. To do this, the partnership with parents/carers is crucial and your input and support for our values and beliefs is essential. Parents/carers can support their children in the RLP by following individual schools home school agreements, promoting the work of the trust in the community and participating in RLP events.



Information for Candidates

Our School:

Tring is a highly popular school regularly receiving twice as many applications for places compared to our Pupil Admission Number. Over the past years we have been graded Good and more recently with many Outstanding features. Each year our examination results have demonstrated improved performance and in the Sixth Form we demonstrate high performance. In 2021 at GCSE, 86% of students achieved English and Maths, 58% achieved Attainment 8 and our progress 8 score was +0.86. What this doesn't take into account is our desire to support students in every way possible even if they have been educated off the main school site. This is a fundamental part of our Christian ethos and does impact on these new performance measures. Saying that, there is room for improvement and we are working on a range of strategies to raise standards further.

We are a Google Reference School which places us at the forefront of technological development in education. We are proud to have showcased our journey and impact at many National and International Conferences. Our staff and students are at the cutting edge of technological educational tools that enhance teaching, learning and feedback.

We are within the final stage of a new school rebuild project. 80% of our building has been replaced by a three storey State of the Art super block. The final phase that will be complete by September 2022, is the demolition of the old building and full landscaping of the front area of the school to include car parking, bus lanes and many bicycles.

Academy Status:

Tring School converted to academy status in July 2012. We have been delighted with the move which has allowed us greater freedoms and security. We founded and formed The Ridgeway Learning Partnership in 2017 and we are proud of the work that we complete to enhance the transition of all students as well as sharing both pedagogical and subject knowledge expertise to enhance the 3-19 yr old educational journey.

The Staff:

Staff morale is very high and the data in my letter has come from our annual staff opinion survey. Our staff Appraisal Process is well established within the school and this emphasises training, challenge and support to assist everyone's careers. We have a Well-Being committee and they provide events and treats for all of us throughout the year.

The Students:

We are all here to enable our students to be successful in everything they do and they fill us with pride everyday. The Head Student Team lead on projects throughout the year and they assist other student leadership roles within the school. They also lead our student voice and through vertical tutoring they promote various initiatives.

Job Description - Assistant Headteacher, Tring School

Prime Purpose:

- To take responsibility for the leadership and management of a variety of whole school areas
- To line manage designated staff
- To share responsibility for the daily administration and management of the school
- To contribute to the all-round success of the school
- To promote and be involved in the wider life of the school community

Responsible to: Head of School or Deputy Head

Leading/Managing Policy

- Contribute as a member of the LT to the development of the strategic direction of the school
- Lead on specific whole school initiatives
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
- Implement and support behaviour management systems in line with school policies
- Support Governors in their policy development and monitoring roles by servicing sub-committees and Governor meetings as necessary
- Ensure that policies and practises are inclusive.

Leading/Managing People

- Have a visible presence around the school during the day
- Advise the HoS, LT and Governors on staffing appointments
- Establish, lead and chair, as necessary, meetings of groups of staff
- Take a full and committed part in your own performance management, as well as those of your team members
- Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
- Advise the LT of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
- Provide advice and guidance for staff in terms of their development within the profession
- Assist with the effective induction of new staff, as required
- Undertake regular whole school assemblies throughout the year
- Be seen as a role model in terms of industry, innovation, commitment and the positive impact upon children's lives and education.

Managing Resources

- Monitor health and safety practice and report any issues to relevant staff
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment
- Manage budgets for your areas of responsibility.

Job Description - Assistant Headteacher, Tring School/cont...

External Relations

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies.
- Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events in the absence of the Head of School and Deputy Head, to liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practises.

Line Management

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal. Line management might change as a result of staff changes/post changes
- Formal line management meetings will take place at the request of either the line manager or the post holder
- The Assistant Head will also report to the relevant Subject Leader for their teaching responsibilities.

Supervision

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end, all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate
- Tring School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.

Contracted Hours and Pay Scale

- Full-time. L13 – L18 on the Tring School Leadership Pay Spine (£57,887 to £65,306)

Person Specification - Assistant Headteacher

| | Essential | Desirable | Evidence gathered application (A), Interview (I) or reference (R) |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Education and qualifications | <ul style="list-style-type: none"> • First or Second Class Honours Degree • Qualified Teacher Status • Evidence of appropriate professional development | <ul style="list-style-type: none"> • Evidence of further study | <p>A</p> <p>A, R</p> <p>A, I, R</p> |
| Knowledge and understanding | <ul style="list-style-type: none"> • Familiarity with current national initiatives and developments in educational leadership • Awareness of research on teaching and learning • Understand academic data including tracking progress and monitoring performance | <ul style="list-style-type: none"> • Experience of classroom based research | <p>A, I</p> <p>A, I</p> <p>A, I, R</p> |
| Experience | <ul style="list-style-type: none"> • A proven track record in raising achievement within his/her own teaching • Experience of raising achievement through intervention in teaching processes • Experience of leading and motivating a successful team | <ul style="list-style-type: none"> • Experience of raising achievement through school or professional networks • Experience of working with more than 1 school, eg this could include delivered Inset in other schools or secondments | <p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> |

Person Specification - Assistant Headteacher/cont...

| | | | |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Skills and attributes</p> | <ul style="list-style-type: none"> • Highly skilled classroom practitioner, teaching “good” or “outstanding” lessons • Excellent oral and written communication skills • Emotional Intelligence • Strong interpersonal skills • Capacity for hard work and highly effective time management • The ability to think analytically and strategically • Persuasiveness • Effective prioritising • Creative problem solver • The ability to lead, challenge and support others • The ability to identify examples of best practice elsewhere and adapt these where appropriate to Tring School • A commitment to professional development and leadership | <ul style="list-style-type: none"> • Ambition to progress to Deputy Headship and Headship • Experience of leadership roles, eg curriculum, timetabling, pastoral, interventions, SEN, AMA • Ability to manage work-life balance and own well-being | <p>A, I, R</p> <p>A, I</p> <p>I, R I</p> <p>I, R</p> <p>A, I, R</p> <p>I I, R I, R</p> <p>A, I, R</p> <p>I, R</p> <p>A, I, R</p> |
| <p>Strategic development</p> | <ul style="list-style-type: none"> • Experience in an 11 – 18 setting • Experience of leading, or significant involvement in, successful whole school initiatives impacting positively upon student attainment and achievement | <ul style="list-style-type: none"> • Experience of school improvement planning | <p>A</p> <p>A, I, R</p> |
| <p>Teaching and learning</p> | <ul style="list-style-type: none"> • Experience of monitoring classroom performance • A critical understanding of modern approaches to learning and teaching • An excellent track record of teaching | <ul style="list-style-type: none"> • Can engage with social media to develop own learning and teaching | <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> |
| <p>Motivation and personality</p> | <ul style="list-style-type: none"> • Commitment to a comprehensive and holistic education • Sensitivity and empathy towards others • Self-motivation and initiative • Supportive of the Tring School ethos • Capacity to be a good role model for all members of the school community | <ul style="list-style-type: none"> • Sense of humour • Flexibility and desire to adapt to different role and tasks | <p>A, I</p> <p>I, R</p> <p>I, R</p> <p>I</p> <p>I, R</p> |