



St George's
WEYBRIDGE

Candidate Information Pack

Assistant Head (Academic)



www.stgeorgesweybridge.com



St George's

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St George's Weybridge

Thank you for your interest in St George's Weybridge and, in particular, in the role of Assistant Head (Academic) based at the Junior School. We are delighted that you are considering our School and we hope that you will wish to apply for this position once you have found out more about us.

Founded in 1869 by the Catholic Order of Josephites, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the College and Junior School work together to a 'one-school' principle, educating in excess of 1,600 students across the two school sites.

At St George's, we seek to inspire a love of learning in our students and to encourage all to fulfil their aspiration and potential within an atmosphere of mutual respect and compassion. We acknowledge that each child is an individual with unique talents and abilities. Our role is to identify and develop these talents by providing them with every opportunity to achieve in the classroom, on the sports field and on the stage.

It has been an exciting time here at St George's Weybridge, with Rachel Owens joining us as Headmistress at the College, bringing her vision and enthusiasm as she leads the College in the next stage of its development. And to mark our 150 Year Anniversary, an exciting new architectural development for the College has been opened that has transformed our current activity facilities. The Junior School, led by Antony Hudson, goes from strength to strength, with the latest addition, "The Ark", with its state of the art classrooms, resource areas, IT suite and outdoor learning areas opened by Cardinal Cormac Murphy-O'Connor in April 2016.

Our schools are supported by a strong Business Team made up of passionate and dedicated individuals working across a broad spectrum of departments, all pulling together to provide professional business services enabling the delivery of an outstanding Georgian education. The heads of each of the nine business departments form the Business Management Team which complements the activities of the College and Junior School Senior Management Teams.

We hope this pack provides you with useful information about both St George's Weybridge and this pivotal role and that you will consider applying for this job – we recognise that a great deal of thought and time goes into preparing such an application and we assure you that we will, in turn, give your application serious consideration.



Mrs Rachel Owens
Headmistress, St George's
College



Mr Greg Cole
Bursar and Clerk to the
Governors



Mr Antony Hudson
Headmaster, St George's
Junior School

Our Georgian Family Ethos

The distinctive Josephite traditions upheld by St George's College and St George's Junior School encourage a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion.

This atmosphere aims to reach out to all families, our alumni known as 'Old Georgians', the local community and the wider world.

St George's College and St George's Junior School are proud to have a reputation for being friendly schools, where all students are individually known and valued equally whatever their strengths and weaknesses. Great care is taken by the teaching staff to ensure that all of those in their care develop into quietly confident, compassionate and perfectly balanced individuals, which will prepare them to play a responsible role in the shaping of society.

Christian values have always permeated every aspect of School life. St George's College and St George's Junior School are Roman Catholic schools which welcome students from all Christian denominations as well as other faiths. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. St George's Weybridge has clear policies about equal opportunities and does not tolerate any form of harassment or bullying.



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's and continuous professional development is actively encouraged and supported.

Conveniently situated, both schools are supported by great road and public transport links. The grounds of St George's Weybridge are stunning with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. The facilities offered at both schools are exceptional with many more exciting developments underway.

St George's prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff.

What Our Staff Say

"From the moment I drove into St George's College, I felt a great sense of welcome and belonging. The recruitment process was effortless and accommodating. The general attitude and friendliness of staff at St George's has enabled me to settle in very quickly and comfortably into the Georgian family. Students at both the College and Junior School are really lovely, along with the grounds that are a joy to walk around. I feel very proud working for such a wonderful place, which clearly values and appreciates its staff."

Oliver

"I can honestly say I love working at St George's and enjoy coming into work every day. The people at St George's make the school what it is today and I feel extremely lucky to be part of this community."

Laura

"St George's Weybridge is a fabulous place to work, set in beautiful grounds and with an ethos where everyone shares and embraces each other's skills and knowledge. From day one, I have found everyone to be warm and welcoming and there is culture that evokes mutual respect amongst staff and students alike. I definitely feel part of the 'Georgian family'!"

Angela

"Since day one the staff and students have been extremely friendly and helpful to me, there is a lot of respect between staff and students and this combined creates the perfect learning environment for everyone at the college, staff included."

Toby

The Role

Job title: Assistant Head (Academic) based at the Junior School

Line Manager: Academic Deputy Head

Salary: Competitive salary based on skills and experience

Hours: Full time

Main duties & responsibilities:

- To be responsible to the Academic Deputy Head for the 11+ Transition to the College and all other secondary schools to include school visits, individual parent consultations, coordination of mock interviews and 11+ references
- To work closely with the Assistant Head i/c College Entry at the senior school through promoting the College and making presentations to Junior School parents
- Organising opportunities for children in Year 5 and Year 6 to visit the College through themed events, including the annual Lecture Afternoon
- To set high expectations for Teaching and Learning throughout the school by monitoring the curriculum and through the observation, evaluation and feedback of lessons
- To lead and promote the consolidation of good practice by planning and leading staff INSET
- To assist with the entry assessments for prospective Upper Years' pupils throughout the school year
- To assist with the coordination of assessments throughout the school, including the timetabling of CATs and INCAs assessments, examinations and the associated invigilation arrangements
- To assist with proofreading of reports, working closely with the Academic Deputy Head
- To oversee and schedule SMT commitments to attend school events, ensuring that this is equitably shared
- To organise and share the arrangements for the Learning Walk programme with all staff on a termly basis
- To assist running Parents' Evenings from Nursery to Year 6 with other members of SMT
- To analyse pupil assessments and track progress, coordinating support where appropriate
- To work with the Admissions and Marketing Departments to recruit new pupils by assisting with the planning of Open Mornings, Parents' Fora and key marketing initiatives
- To have proficient IT skills
- To assist with the updating & management of the Academic sections of 'Dragonfly' – the School's VLE.
- To promote the distinctive ethos of the School which is to ensure that each pupil is known and respected as an individual
- To teach 16 periods per week, subjects as required according to the needs of the School (likely to be English or Mathematics)
- To work with the SLT on the strategic development of the whole school
- To work with the SLT to recruit appropriate applicants for new teaching positions

Meetings & Assemblies:

- To meet with the Senior Leadership Team at the weekly Diary Meeting, SMT meetings and at other times, as required.
- To attend Departmental meetings as agreed with the Academic Deputy Head
- To attend Open Mornings and prospective Parents' Fora
- To attend and occasionally lead the weekly assemblies of EYFS, Key Stage 1 & 2

General:

- Promote the Roman Catholic Josephite ethos of St George's and the ideals contained within the School Mission Statement.
- Take an active role in promoting a culture with pupils' safety and wellbeing as the highest priority through adhering to the school Safeguarding, Child Protection and Health and Safety policies.

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications, education and training	<ul style="list-style-type: none"> • A graduate with a strong track record in teaching who aspires to Senior Leadership in due course • Experience of teaching in primary schools in Key Stage 2 • Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> • Evidence of a middle management qualification (e.g. NPQML / NPQSL)
Knowledge and experience	<ul style="list-style-type: none"> • Current or recent experience of management of a department • Understanding of the 11+ process and the different elements associated with senior school entry 	<ul style="list-style-type: none"> • Experience of working in independent schools • Experience of 11+ preparation and knowledge of local independent senior schools • Knowledge of the requirements at KS3 for Year 7 students • Experience with standardised testing, such as CATs, INCAs, PTM and PTE • Experience of delivering school INSET and training to colleagues
Skills and abilities	<ul style="list-style-type: none"> • Strong leadership and interpersonal skills • Ability to communicate well with children and adults • Able to prioritise tasks and work to meet deadlines • Ability to use initiative, work independently and problem solve • Able to work with a wide group of staff • Proficient IT skills 	<ul style="list-style-type: none"> • Ability to teach a core subject, such as English or Mathematics, to Year 6 pupils
Personal Qualities	<ul style="list-style-type: none"> • Works well under pressure and has a capacity for hard work • Willingness to follow the key values of St George's at all times with interactions with staff, parents and pupils • Calm and positive approach • Passion for teaching and empowering learners 	<ul style="list-style-type: none"> • Preferably a Roman Catholic who is able to promote the RC ethos and practices within the Junior School

Benefits

Pension:

Teaching staff have access to the Teachers' Pension Scheme.

Fee Remission Scheme:

Staff are eligible for School Fee Remission in respect of their child(ren) attending either St George's College or St George's Junior School. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full details of the scheme are available from the HR Department.

Meals:

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy.

Life & Personal Accident Insurance:

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to four times annual salary. In addition insurance is in place in the event of an accident leading to permanent disability or injury.

Employee Assistance Programme:

Benenden is a free confidential counselling and medical advice helpline available 24 hours per day, seven days a week.

Employee Loans:

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

Holiday Camps & Local Retailer Discounts:

Discounts are available to all permanent staff on holiday camps and activities hosted at St George's Weybridge. In addition a number of local shops and retailers offer discounts to staff at St George's.

Accommodation:

Accommodation may be available for families relocating to the area.

Conditions of Employment

Initial Period of Employment:

Teaching Staff: Two Terms

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period:

Eight weeks on either side during the Initial Period of Employment, thereafter one term.

Pre-Employment Vetting Checks:

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

Safeguarding Children:

The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Place of Work:

The Assistant Head (Academic) will be based at the Junior School with an expectation of flexibility, when required, to work at the College.

Dress Code:

Teaching Staff are expected to wear smart business dress and conform to the St George's Dress Code as set out in the Staff Procedures Book.

No Smoking Policy:

St George's College and St George's Junior School operate a no smoking policy.

Your Application

To apply, please complete an application form, available on the school website www.stgeorgesweybridge.com/further-information/employment-opportunities-/junior-school-teaching-staff and email this with a covering letter (addressed to Mr Hudson, Headmaster) and CV if you wish to do so to edrapper@stgeorgesweybridge.com.

Closing date for applications: Monday, 24 February 2020 at 9.00 am

Interviews: w/b 2 March 2020

Before making an application, please familiarise yourself with our **Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies** which are available at:

<http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St George's Weybridge is an Equal Opportunities Employer and a registered Educational Charity no. 1017853 as well as a data controller and registered with the Information Commissioner's Office as required under current data protection legislation. Further information about how we use personal data is available in our [Privacy Notice](#).

We look forward to receiving your application.

