



Assistant Headteacher Candidate Briefing Pack

Coloma Convent Girls' School
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Coloma Convent Girls' School is proud to be part of SELCAT



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Welcome from our Headteacher

Dear Candidate,

Thank you for your interest in the post of **Assistant Headteacher**. This is an exciting opportunity to make a major contribution to the Academy's continued success.

We have the highest of expectations for all our students. This enables us to focus on developing the character and confidence that they will need to navigate adulthood to find their place in the world.

Students at Coloma have an environment with very clear boundaries. This creates an environment that is safe and learning takes place without disruption. Students are rewarded for effort, resilience and making positive choices.

At Coloma we believe that it is incredibly important for all students to achieve their academic potential, however a good education is much more than that. We believe that these transferable skills are needed for a successful future, whatever career path students choose to pursue.

We want the best people to join our community and we are committed to a diverse and inclusive student and staff body. We are looking for someone who is committed to working with colleagues across our Trust and who is committed and ambitious for their own professional development. Coloma is a vibrant, diverse 11–18 school community with a relentless focus on high expectations and aspirations. We serve the families of the local community and are part of SELCAT, an established multi-academy trust of four secondary and six primary schools in southeast London and Kent with over 4800 students and 700 staff.

The scale of expertise and leadership across our Trust gives us enormous capacity. It is this capacity that has resulted in the success of the Trust and allows us to mount new ventures and allows our staff to take on new opportunities. Our school and our Trust are uniquely exciting places to be and I hope that you decide to join us in our current phase of rapid development and growth. I look forward to receiving your application and welcoming you into our Coloma school community.

With every best wish.



Mrs Elizabeth Englefield
HEADTEACHER
Coloma Convent Girls' School



welcome

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by contacting the school.

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.



Job Title: Assistant Headteacher
Contract Length: 1 year Maternity Cover
Salary Range: L16 - L20 (£65,450 - £71,963)

Start Date: January 2024

Closing date: Friday 19th October (9 am)

Interview Date: Friday 20th October

*Interviews maybe brought forward upon application of suitable candidates.
Coloma reserves the right to commence or complete the recruitment process at
any time prior to the closing date.*

We are seeking to appoint a well-qualified, enthusiastic and inspiring **Assistant Headteacher** to join the school.

The successful candidate must be an inspiring and talented professional, with a clear track record of raising achievement and motivating teams across the school.

The school has a welcoming spirit thus the successful candidate must have the ability to inspire collegiality and confidence in those they lead as well as:

- An effective leadership style that motivates supports and challenges staff.
- Resilience and determination to lead the school.
- A genuine belief that there are no limits to a child's potential.



Key Responsibilities & Objectives

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.

- To assist the Headteacher in whole-school strategic planning with specific responsibilities for designated areas.
- To undertake the implementation of parts of the school development plan as identified within the plan.
- To assist in the preparation of curriculum, capital and other bids and submissions to outside agencies.
- To line-manage designated subject leaders and other staff in all aspects of their responsibilities for raising standards in the school.
- 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.
- To assist the Headteacher with interviewing and staffing.
- To support the school ethos and partnership with the community. This will include giving assemblies and supporting evening school functions.
- 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.
- 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.
- To be a team leader in performance management.
- To keep an overview of an allocated year group.
- To attend Leadership Team meetings and other management meetings as required.
- To attend meetings of the Governing Body and its committees as required.

In addition, 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.

General

- Actively contribute to and promote the overall ethos and values of our school and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the School's business at all times.
- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensure that the ethos and values of the School are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities required by the Headteacher or CEO which fall within the scope of the post.

Staff Wellbeing

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 times a year for Year 11 & 13 and three times a year for other Year groups.
- 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 administration of key school events and trips.
- Use of cashless on-site canteen offering hot and cold meals and tea/coffee available 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.
- 3.30 Thursday once a half term
- Emmaus Angels (Colleague Buddy System)
- Dedicated staff work space
- CPD library

Person Specification

	Essential
Qualifications & Training	Good Honours Degree or equivalent. Teaching Qualification.
Skills, knowledge & experience	<p>Skills</p> <ul style="list-style-type: none"> • Ability to initiate, develop and implement policies and/or initiatives. • Ability to lead and/or manage a large number of staff. • Ability to motivate staff and students. • Ability to communicate effectively and sympathetically with Governors, staff, parents/carers, students and the local community. • Ability to learn from experience, and to make well-judged and well-informed decisions. • Ability to analyse and problem solve, having a positive 'can do' attitude. <p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • How to improve teaching and learning through working with middle leaders and individual staff. • How to develop and embed processes to develop oracy, literacy and numeracy skills. • How to monitor student progress and use value-added analysis. • Effective intervention strategies to support students to achieve well. • Curriculum developments, both current and anticipated. • How to strategically plan and implement, then monitor and evaluate progress. • How to use ICT and other technologies in leadership, teaching and learning. <p>Experience</p> <ul style="list-style-type: none"> • Extensive, successful and varied teaching experience in the secondary sector up to, and including, Advanced Level or BTEC Level 3. • Leadership experience e.g. subject leader or cross-curricular team leader. • Proven track record in leading and managing department or cross-curricular improvement initiatives. • Recent relevant professional development.

Person Specification

	Essential
Qualities	Qualities <ul style="list-style-type: none">• Strong sense of moral purpose, with commitment to the school's vision and ethos.• Vision, imagination and leadership, coupled with a strong work ethic and drive for improvement.• Sensitivity to the needs of others with the ability to work effectively in a team.• Ability to work under pressure, welcoming both challenge and opportunity.• Ability to adapt to changing needs and circumstance with a sense of humour and enthusiasm.• candidate must have the ability to inspire collegiality and confidence in those they lead as well as:• An effective leadership style that motivates supports and challenges staff.• Resilience and determination to lead the school.• A strong team player who will contribute to the wider development of the Academy• Is a 'can do' person who works positively and collaboratively• Will be able to demonstrate professionalism of the highest order• Commitment to safeguarding and promoting the welfare of children and young people• A genuine belief that there are no limits to a child's potential.

Our Vision

To create a family of schools that together, through shared support and challenge, strive to provide an authentic Catholic education where all children will be empowered, inspired and flourish. We will aim for excellence and to become remarkable places of learning and love.

Joining SELCAT will be a rewarding and fulfilling experience. You will be part of a driven team who are all committed in their aim to make our schools excellent places to learn and work.

We offer plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

Flexible working: We are able to consider flexible and family friendly working opportunities.

Pensions: When you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme

Supporting your health and wellbeing: All our employees have free access to a 24-hour confidential helpline

Actively promoting equality and diversity: We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.

Join us on our journey

www.selcat.org.uk



“When you join as a member of staff at Coloma, you become part of a Catholic family of schools. The welcome and support you receive upon joining, from every corner of the Trust, will help you to settle in quickly and feel successful straightaway. Our students are our greatest ambassadors, and they help make the School a great place to work.”