



Candidate Pack

Assistant

Headteacher

Range L11 to L17





Index

Index	2
Welcome	3
(An introduction to our school)	
Welcome from Bourne Education Trust Chief Executive Officer	4
Section 1 – Vacancy Information	
Profile of Vacancy	5
Person Specification	7
How to apply	8
Section 2 – General Information	
Our School	9
Facts and Figures	9





Dear Applicant

Thank you for expressing an interest in an Assistant Headteacher position at Jubilee High School.

Whatever your route through teaching, I am much more interested in the person and what he or she might bring to the team. In short I need to be convinced that the successful candidate is an outstanding teacher, will have a real presence across the school, be confident at holding colleagues to account and have a track record of success.

If you feel that you meet these criteria then the application process will be as follows:

1. A statement of application of no more than 500 words stating how your experience to date prepares you for the role of assistant head teacher
2. Completion of an application form

Shortlisted candidates will attend an interview on a day in the week 22nd April 2019. The day will include a series of tasks covering the following topics: leadership, impact, progress and standards, teaching and learning and ethos. The day will also have a formal interview.

I hope that you feel excited by this opportunity. If however, you decide that this is not the right time for you to apply I would like to thank you for your interest.

Best wishes

Mark Conroy
Head of School





Why work with Bourne Education Trust?



The Bourne Education Trust is a Surrey-based multi-academy trust made up of fourteen schools, including nursery, primary and secondary schools. The ethos of the Trust puts children at the heart of all that we do. The role of the Trust is to ensure that our students make the most of their opportunities by ensuring that our academies aspire to and reach the highest standards.

The principle of schools working with each other is core to the ethos and operation of the Trust. We are committed to raising standards in all our schools and look to deploy experts to support improvement wherever and whenever it is needed. Staff may be offered secondments, to ensure that the very best practitioners are deployed in the areas of greatest need, whilst enabling ambitious and talented staff to further their experience and gain rapid promotions.

There are many benefits of working with the Trust. These include:

- Coaching and mentoring programmes
- Leadership training and development
- Business management support and development
- CPD
- Sharing best practice and planning
- Professional partners for new post holders
- Initial teacher training support
- School direct and SCITT trainees
- Secondment opportunities

It is often said that each child gets one chance of education. Our role is to ensure that our students make the most of their opportunities by ensuring that our academies aspire to and reach the highest standards.

I look forward to an exciting future for the Trust and all its stakeholders



Alex Russell
Chief Executive Officer





JUBILEE HIGH SCHOOL – JOB PROFILE

JOB TITLE : Assistant Headteacher

Accountable to: Headteacher

Main Purpose

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Development Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - Monitoring progress towards their achievement.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across both key stages.

The internal organisation, management and control of the school:

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
- to contribute to planning improvement which will translate school aims and policies into actions
- implementing the Multi-Academy Trust's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

Curriculum Development

- To be responsible for students' progress and development across the school
- To contribute to:
 - The development, organisation and implementation of the school's curriculum
 - school policies on curriculum, teaching and learning, assessment, recording and reporting
 - ensuring that the learning and teaching provided by different departments and teaching teams support outstanding progress
 - ensuring that information on pupil progress is used to improve teaching and learning, inform and motivate pupils and parents and supports progress for all
 - ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided





Pupil Care

- To be responsible for the line management of specific department areas.

To contribute to:

- Promoting an outstanding ethos in which pupils learn and thrive

The management of staff

- To be responsible for the line and performance management of specific subject leaders.
- To participate in the recruitment and development of staff at the school.
- To ensure positive staff participation, effective communication and procedures.
- 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





ASSISTANT HEADTEACHER – PERSON SPECIFICATION

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> ▪ Qualified teacher status with degree ▪ Sound academic background ▪ Evidence of continuing professional development <p>Knowledge and experience</p> <ul style="list-style-type: none"> ▪ An in-depth understanding of secondary practice, and experience of teaching across the secondary phase ▪ An excellent understanding of how children learn and can actively promote and support developments in high quality teaching and effective learning ▪ Have high expectations of student achievement and behaviour ▪ Have successfully used strategies to improve pupil attainment ▪ Experience of supporting students of differing abilities and backgrounds ▪ A strong awareness of whole school and wider educational issues and current developments ▪ Detailed understanding of strategies and tactics to secure whole school improvement ▪ Excellent track record of success ▪ Experience of prioritising, planning, organising, work under pressure and to meet demanding deadlines ▪ At least 5 years experience of teaching across the age and ability range ▪ An outstanding classroom practitioner who also has had a strong positive impact in a senior management role ▪ Mentoring/coaching experience ▪ Experience of the Ofsted inspection process 	<ul style="list-style-type: none"> • Higher degree or evidence of further professional development (e.g. NPQSL, Leadership Pathways) • including post 16 • Experience as Head of Department • including teaching 'A' level and post-16 courses • Record of success in different schools
<p>Skills</p> <ul style="list-style-type: none"> ▪ Have clear leadership and management skills which include: ▪ Proven ability to design, monitor and evaluate classroom provision based on the identified learning needs of individual students ▪ Proven ability to use data on a whole school level to raise performance ▪ Excellent organiser ▪ Excellent written and oral communication ▪ Good professional networks/contacts ▪ Ability to lead strategically and be a part of a team, to achieve the academy's aims ▪ Ability to set aspirational standards, provide professional direction and develop high performing teams ▪ Decision making skills including the ability to think creatively, problem solve and identify opportunities. ▪ Demonstrable ability to manage a budget ▪ Demonstrable ability to encourage, motivate and empower staff ▪ Demonstrable ability to promote strong links with parents and the wider community ▪ A competent user of ICT ▪ A willingness to develop knowledge and skills to prepare for further promotion 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ 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 	





Contact details and how to apply

Designated contact for this vacancy:

- Name Mrs Jacquie Roberts (Human Resources)
- Number 01932 884800
- Email address j.roberts@jubileehigh.surrey.sch.uk

Please complete the school's application form and return this electronically, to j.roberts@jubileehigh.surrey.sch.uk. Alternatively, please submit an application through the advertised portal.

Closing date: Tuesday 23rd April. 2019, midday

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment. Any successful candidate will be required to undertake an enhanced disclosure check.





General Information

Jubilee High School is a thriving 11 – 16, mixed, comprehensive school in Surrey. It is adjacent to the M25 and boasts good rail and road connections to London and the rest of the South East. We converted to academy status in September 2013 as part of the Bourne Education Trust and Jubilee is an active partner.

The school occupies a large, attractive site on a campus which includes St Paul's Primary School, St Paul's Church, and Addlestone Leisure Centre. The school boasts good facilities which include suited departments, IT suites and a purpose built theatre. Jubilee High serves the local community which has a broad social and economic mix of people.

At Jubilee a great deal of emphasis is also placed on extra-curricular life at the school and outside the formal curriculum there are numerous opportunities for students to take part in a wide range of activities such as drama, sport, music, international exchanges, Duke of Edinburgh and all of our staff support this enrichment drive.

Jubilee High is a good school (Ofsted 2015 & 2018) and the drive in the next phase of our development is to achieve 'Excellence' with regard to all areas of school life. The school belongs to the Bourne Education Trust and as a primary/secondary Surrey based multi-academy trust, we ensure staff are afforded opportunities to further develop their careers in our schools.

We take recruitment very seriously and want to do all we can to find the right people for our Staff say that working collaboratively with other members of staff is a strong and positive feature of the school. Candidates are welcome to contact the school for more information about specific departments or even pay us a visit. Please visit our website, www.jubileehigh.surrey.sch.uk, where you can find the latest news about the school.

Facts and Figures

The School Day	
8.40	Assembly/Registration
9.00	Lesson 1
10.00	Lesson 2
11.00	Break
11.20	Lesson 3
12.20	Lesson 4
13.20	Lunch
14.00	Lesson 5
15.00	End of school
15.15	Extra-curricular activities

School Statistics	
Type of School - Mixed Comprehensive, Academy	
Location	Surrey
Age Range	11 – 16
Total Number of Students	
670	
Number of Teaching Staff	
44	
Total Number of Staff	
86	
OFSTED	
GOOD grading	

