



Chipping Sodbury School

Chipping Sodbury School



Assistant Headteacher

Teaching, Learning and Assessment



Assistant Headteacher

Dear Applicant,

Thank you for your interest in our school. I am delighted to introduce you to Chipping Sodbury School and do hope that you will find this application pack along with our website helpful. I know that this information will convey to you the immense sense of pride that we hold for our school and our community. However, if you are interested further and would like to visit to learn more, then please contact the school to make arrangements for a visit.

Chipping Sodbury School is an institution built on tradition and strong core values. It is these values which have developed so many young people over the years and provided them with the opportunities to develop and grow into successful individuals within the local community and beyond. The origin of the school dates back to the Middle Ages when the school was set up as an Endowed School to provide free education for the townsmen. It has gone through many transformations since then which have involved it becoming a Grammar School, a Comprehensive School in 1970, and then a Cooperative School in 2013 and it remains as this today. Whilst there have been changes over the years, the history remains central to the school's values and ethos. The Endowed Foundation still provides support for students and is an important part of the school. In order for all within our community to have the best opportunities in life, we believe that the four key values of Respect, Responsibility, Aspiration and Integrity are fundamental.

Our school is located on the edge of the Cotswolds, close to both Bristol and Bath and has great access via the M4 motorway which provides strong options for commuting for staff. This in turn has resulted in Chipping Sodbury being able to recruit some of the best professionals from across the region. It also provides a good opportunity for student learning outside of school and in particular experiences such as theatre visits, outdoor education, musical experiences and exploration of the arts is central to the wider curriculum.

We believe in providing students with the very best opportunities through achieving the strongest educational outcomes and to do this we have the highest of aspirations. To support this we engage with students from primary school and educate them right through to when they become young adults at 18. The school has strong links with the local primary schools and is one of three partners in the high achieving Cotswold Edge Partnership. Whilst three schools are involved in this partnership and there is shared teaching, the school retains a sixth form on site and students from across the partnership access the very best of teaching at Chipping Sodbury School as well as at Yate Academy and Brimsham Green. This partnership not only supports students in a broad and balanced curriculum, but also is key in providing staff with professional development and the opportunity to teach A Level, Applied Technical and Applied General qualifications.

We seek to appoint an Assistant Headteacher who is passionate about the role that education plays in developing young adults. This professional will be someone who is committed to raising standards of Teaching, Learning and Assessment across the school and wider partnerships. The successful candidate will be highly ambitious for our students in supporting them to achieve the very best educational outcomes. We need a high performing leader who is committed to making a difference and will ensure that Teaching, Learning and Assessment at Chipping Sodbury moves to being truly outstanding. Thank you for your time and thought that you are taking in considering this application.

Katherine Turner
Headteacher



The Region – South Gloucestershire, Bristol and Bath

Chipping Sodbury School serves the immediate local community of Chipping Sodbury town and the wider villages and towns that surround Chipping Sodbury. The school remains oversubscribed on first preference and students access the school either via a short walk from Chipping Sodbury or via a range of school buses that bring children in from the wider South Gloucestershire area.

Chipping Sodbury is an ancient market town founded in the 12th century; it is close to the smaller villages of Old Sodbury and Little Sodbury and sits on the edge of the Cotswolds. The town is only a ten minute drive from the M4 which provides good access to the city of Bristol and the wider West Country region. There is also very good access to the Roman city of Bath which is approximately a thirty minute drive.





Assistant Headteacher – Teaching, Learning and Assessment

Contract type: Full-time
Contract term: Permanent
Salary: Leadership Pay Range
L11-L15
Location: Chipping Sodbury, South
Gloucestershire
Start date: September 2018



We are seeking to appoint a highly inspirational Assistant Headteacher who will have strong leadership skills and as a result work with and develop the staff team into being a school which delivers truly outstanding Teaching and Learning opportunities for all. The school has been on a transformational journey in the last 12 months and we are looking for a colleague who can work with staff to lead them in ensuring that the quality of education delivered at Chipping Sodbury School is of the very highest standard and as a result all students are engaged and make the best progress possible. We believe that the right appointment will complement a strong leadership team and contribute towards ensuring seamless leadership across the institution at all levels. There are already excellent relationships between the middle and senior leaders and the successful candidate will work with the Headteacher and the leadership team to develop this further and ensure that all staff have the resource and training to be the very best that they can be.

We are looking to recruit a strategic thinker who holds student progress at the core of everything that they do. Students at Chipping Sodbury enjoy being a part of our community and understand the importance of their education and as a result they hold a true thirst for learning. They demonstrate exemplar behaviour and this, combined with their good attitudes to learning, ensures that the majority make good progress. As a school, our aspiration is that students make exceptional progress so that they can have opportunities to make wider life choices. The successful candidate will work with governors and staff to ensure that the students of Chipping Sodbury school are a part of outstanding teaching, learning and assessment.

The successful candidate will join a team of excellent practitioners who work together to inspire our students to become passionate about their education. There will be a clear focus on development of staff which will lead to improving opportunities for students and staff within Chipping Sodbury School or through promotions at other institutions; this is something we really value. You will also have the opportunity to work closely with the three main universities in the region - University of Bristol, University of the West of England and Bath Spa University in both your own continued professional development, but also the engagement with teacher training programmes.

As a school, we passionately believe in learning for all and are committed to not only developing our students, but all who work within our community and therefore, you will be supported with your professional development.



Application Process

Timeline

Advertisement: Friday 11th May 2018

School Visits: Wednesday 16th May and Thursday 17th May

Closing date for applications: Monday 21st May at 12 noon

Interviews: Thursday 24th May



Applications should be made by way of a letter (maximum 1000 words) addressed to the Headteacher, Katherine Turner with an accompanying application form (CV's are not accepted).

Your letter and application should aim to cover the following principles:

- How your leadership will have a positive impact on student progress through the development of teaching, learning and assessment.
- How your leadership will inspire and develop the staff and ensure that Chipping Sodbury becomes an Outstanding school.
- Evidence of where you have had a positive impact on student outcomes including for the most vulnerable.
- Evidence of the impact that you have had on either faculty or whole school transformation.

The interview process will provide the opportunity for a school visit. However, we appreciate that candidates can understand more about our school by visiting in advance of an application.

Therefore, if you wish to visit us in advance, please contact Julie Passco, Head's PA (julie.passco@chippingsodburyschool.com) who will arrange this with you.

References

Please select two referees who will be able to inform us of your ability to fulfil the criteria as outlined in this advert and job specification. One should be your most recent Principal or Headteacher and the other should be able to make professional reference to your work as a teacher and your potential to be a leader.

Chipping Sodbury School is committed to safeguarding young people through its selection process.

Chipping Sodbury School: Respect, Responsibility, Aspiration, Integrity



Job Description – Assistant Headteacher

Responsible to: Headteacher

Responsible for: The leadership of Teaching, Learning and Assessment with responsibility for Professional Development.

Purpose: The Assistant Headteacher will be responsible for delivering the highest possible outcomes for students. This involves the championing, developing and sharing of best practice whilst supporting and challenging practice where development is required. The Assistant Headteacher will also share pedagogy and practice which inspires teachers and school leaders from across the organisation and lead the peer to peer support and development as part of the school's ongoing professional development programme.

Leadership & Management

- To ensure that school policies are put into practice across faculties and around the school.
- To have the overall responsibility for all matters relating to teaching and learning across the school.
- To lead on the review and development of school policies relating to Teaching, Learning and Assessment.
- To attend, contribute and where appropriate lead the Leadership and School Leaders Meetings.
- To be responsible for the induction of new staff and NQT mentoring across the school.
- To work with the Headteacher in the development a management structure which ensures that all students are taught to the highest standards through the efficient and effective use of personnel and physical resources.
- Know the strengths and weaknesses of members of the teaching team and work with the Deputy Headteacher to ensure the most efficient deployment of personnel.
- To lead the team of teachers and encourage their professional development.
- To be responsible for the professional learning budget.
- To lead on the effective use of professional development software such as IRIS programmes.
- To contribute to the school improvement planning process.
- To implement the performance management policy.
- To take responsibility for the line management of other areas of the school and to ensure the highest quality of provision within these areas.

Curriculum and Teaching

- To monitor, evaluate and review the work of the faculties in the delivery of Teaching , Learning and Assessment and to quality assure this process through regular scrutiny of work.
- To lead the work of school leaders in the formulation, implementation and reviewing of appropriate curricula and schemes of work in accordance with the school curriculum, exam board syllabuses and any other appropriate frameworks.
- To ensure effective liaison between key stages and phases of education.
- To understand and critically evaluate modern developments in teaching, including cross-curricular initiatives.
- To promote consideration of teaching and learning styles across the school and develop student centred approaches.
- To promote the use of technology and other pedagogical advances that improve the learning experience for students.



Job Description – Assistant Headteacher

Assessment

- To maintain a strategic overview of the school's assessment, recording and reporting policies and procedures and to regularly review these to improve outcomes.
- To ensure that the school's reporting procedure is followed and that deadlines are met.
- To coordinate the organisation of all external assessment procedures in liaison with the Deputy Headteacher.
- To promote the use of assessment data at individual student level throughout the faculty.
- To lead on the development of teaching approaches that centre on the learning experiences for disadvantaged students.

Whole School

- To act as an ambassador for the school in all that you do.
- To contribute positively at all times to the ethos, well-being and further development work of the school.
- To act as line manager for the assigned Curriculum Leaders and other colleagues with responsibilities.





Person Specification – Assistant Headteacher

Quality	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree QTS 	<ul style="list-style-type: none"> Higher relevant qualification School leadership qualification
Experience	<ul style="list-style-type: none"> 3 years' teaching experience. Experience of leading a group of colleagues Appropriate experience in preparation for working within the broad areas identified in the job description. Experience within at least two schools. Experience of presenting to staff at a school or local level. 	<ul style="list-style-type: none"> More than 3 years' experience Leading whole school initiatives Staff training and mentoring Student mentoring Using data to support the learning agenda Experience of school based Teaching and Learning developments.
Knowledge & Understanding	<ul style="list-style-type: none"> Knowledge of current education issues Understanding of the role of Assistant Headteacher Able to offer specific knowledge and understanding related to the areas identified within the job description. Experience of delivering professional learning. 	<ul style="list-style-type: none"> Experience of delivering professional learning at a whole school level. Experience of contributing towards whole school improvement planning.
Skills, abilities and attributes	<ul style="list-style-type: none"> Able to use ICT to support professional work. High level of inter-personal skills. Able to communicate effectively in writing and orally. Able to lead and manage a team through change. Able to innovate and be creative. Able to relate well to children and adults. Ability to work effectively with, and command the confidence and respect of, students, parents, teaching staff, senior managers within the school as well as with colleagues in external agencies. Able to analyse and synthesise information. Able to focus upon solutions rather than problems 	<ul style="list-style-type: none"> Able to work with the whole school IMS in support of students and their achievements Able to inspire staff and as a result create a vision for excellence. Experience of holding staff to account and supporting colleagues to improve where required. Ability to develop others to become outstanding teachers.
Philosophy	<ul style="list-style-type: none"> Commitment to comprehensive and inclusive education High expectations of staff and students Committed to the achievement of high standards High personal expectations and goals Commitment to equal opportunities in all its facets A willingness to participate in appropriate in-service training and professional development 	<ul style="list-style-type: none"> The aspirations, talent and enthusiasm to become a Headteacher.
General	<ul style="list-style-type: none"> Sense of humour Stamina, resilience and energy Caring for both students and staff Imaginative and forward looking Able to take a whole school perspective on issues Able to maintain professional standards in times of stress and high work load 	<ul style="list-style-type: none"> Involvement in wider range of school activities