



**THE BILLERICAY SCHOOL**  
A Compass Education Trust School

# The Billericay School

## A Compass Education Trust School

<b>Job Title</b>	<b>Assistant Headteacher - Curriculum Planning and Development</b>
<b>Grade/Salary</b>	Leadership Scale Point 14-18 including fringe
<b>Date Required</b>	September 2022 or as soon as reasonably possible
<b>Closing Date</b>	Monday 4 July 2022 at 09.00 am
<b>Interview Date(s)</b>	Week commencing Monday 11 July 2022
<b>Reporting to</b>	Headteacher



# Assistant Headteacher - Curriculum Planning and Development

June 2022

Dear Applicant,

Thank you for your interest in the post of **Assistant Headteacher** at The Billericay School. This is an exciting opportunity for the career development of candidates with ambition to progress to Deputy Headship and beyond. The successful candidate will be supported to complete NPQSL/NPQH or any other relevant developmental qualification. We are passionate about our school and the community of students that we serve but we are also passionate about the support we offer to teaching and support staff. Well-being and workload are high on our agenda.

We are looking for a candidate with considerable experience in secondary education and with a track record of impact on academic progress as either a curriculum or pastoral leader. A passion for improving the quality of curriculum offer will be key for any member of the senior leadership team. Our collective vision is to create a centre of excellence by embedding a curriculum of learning, curiosity and success for all.

The AHT team are a central driving force in the development of the school on its journey to becoming a Centre of Excellence. The successful candidate will have the autonomy to drive improvement and achieve impact within their areas of responsibility. Assistant Headteachers are supported by a well-established leadership team with a clear vision for the direction of the school. There is an explicit drive to embed a culture of mastery within the school curriculum and the successful candidate will play a central role in achieving this ambition through evidence informed practice and ethical leadership. We are seeking a committed candidate with a strong moral purpose that is aligned to the ethos of the school.

I hope that you find the information contained herein useful and that it provides you with a good understanding of the role and the school.

The application process is outlined later in this document but I would highlight that completed applications must be returned by no later than Monday 4 July 2022 at 09.00 am. Interviews will be scheduled for the week beginning Monday 11 July 2022.

I fully appreciate the time and effort required to complete an application for a post such as this and I thank you in advance. In return, we will read every application carefully. However, due to the volume of applications, it is not standard practice to acknowledge receipt of applications or advise candidates who have not been shortlisted.

Please do not hesitate to contact the school if you require any further information or would like to book a place on the pre-application visit which will take place on Tuesday 28<sup>th</sup> June at 4.15pm.

I look forward to receiving your application.

Yours sincerely

  
A handwritten signature in blue ink, appearing to read 'P Berry', is written over a light blue rectangular background.

Mr P Berry  
Headteacher, BA (Hons)

## About The Billericay School



The Billericay School is one of the largest schools in Essex with a roll of just over 1700 students, including over 300 students in the Sixth Form. The school has a team of teaching and associate staff that numbers over 200. The school is committed to supporting flexible working and maintaining a sustainable work life balance.

The Billericay School is part of **The Compass Education Trust Ltd.**

The Trust board is responsible for strategic decision making, trust policies, financial matters and educational standards in all its schools. Each individual school within the trust has a local governing body, which monitors standards and pupil outcomes and may make recommendations to the Trust Board. The local governors also approve and monitor the schools' budget. The local governing body for The Billericay School is constituted by members of our local community and includes elected parent governors and staff governors.

The Billericay School site enjoys an enviable location; close to the town centre, yet situated in spacious grounds, the school is positioned on an elevated site with distant and sweeping views.

In times past, a windmill stood nearby, a piece of local history still commemorated in the school badge.



Teaching takes place in five principal blocks. The original structure, which dates from the schools' foundation some sixty years ago includes an open air, furnished quadrangle for lower school students to use during the summer months. Other buildings include a modern Technology and Business Studies block, an Art, Food Technology and Textiles building and a Sixth Form Centre that provides a modern, attractive environment for our older students.

Other resources include a large assembly hall, a drama studio, a music suite with recording studio, a media area with video editing suite and a large library/ resource based learning centre, which includes extensive ICT and study facilities as well as housing thousands of books.



The schools' sporting facilities are exceptional, including a swimming pool, sports hall, gymnasium and fitness suite. Our grounds include 3G pitches, tennis and netball courts, football, rugby and cricket pitches. The school has achieved the national Sportsmark Award for its sporting excellence and work with the community.

The school also has a first aid room, with the services of qualified staff throughout the school day.

The school motto is 'caring about success' and this ethos is one that is highly valued. We keep the best interests of our students at the heart of everything we do. We support achievement and success in academic outcomes and in all of its other forms.

It is also worthy of note that many of our staff have chosen to send their own children to the school. What greater sign of confidence could there be!

## Job Description

### Accountable for:

- Options Years 8-10 and Year 11 (with Head of 6<sup>th</sup> Form).
- Curriculum Provision Years 7 & 8; including website content and KS2 to KS3 links.
- Curriculum Provision at KS4 (Equality, Depth & Breadth).
- To lead on QA of curriculum implementation and curriculum intent.
- To ensure curriculum design maximises intent.
- To lead development of independent study materials at KS4.
- Oversight of Careers Advice Information and Guidance and Library.
- Whole school Spiritual, Moral, Social and Cultural mapping.
- Oversight of timetabling and curriculum implementation.
- Coordination of Annual Reward Evening.
- Whole school reading and literacy strategy.
- To chair extended leadership team meetings.
- To be a visible presence around the school at break and lunchtimes and to support behaviour and ethos through walkabout and unit support.
- To write and review relevant policies.

### Key Responsibilities

#### Teaching:

- To fulfil all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers.
- To be an excellent practitioner.

#### Strategic Direction and Development:

- Be a member of the Senior Leadership Team and participate fully in developing and communicating a clear and strategic vision of the development of the school.
- Motivate and empower others to carry this vision forward.
- Model the values and ethos of The Billericay School.
- Support the Head teacher and Deputy Head teachers in leading and managing the school effectively and in the review, implementation, development and monitoring of whole school policies that promote the school's values, aims and objectives.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in school self-evaluation and in the preparation, implementation and monitoring of the school's improvement plan.
- Attend SLT meetings.
- Plan, organise and chair meetings as appropriate.
- Attend meetings of the Local Governing Body as required.

#### Line Management Responsibilities:

- Contribute to the raising of standards of attainment across the school, but specifically in the faculties line managed.
- Accountable for student progress in the subject areas line managed.

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- Ensure appropriate monitoring of teaching and learning in the subject areas line managed; developing the quality in accordance with school policies and procedures.
- Implement school policies on behaviour and welfare.
- Be accountable for staff deployment, training and performance management in the faculties line managed.
- Line manage the work of a faculty area.

## Specific Responsibilities:

### Curriculum Provision

- To work with the Assistant Headteachers to monitor and evaluate the curriculum offer of each year group, with a focus on intent, implementation and impact.
- To work with DHT (Standards and outcomes) and AHT's to ensure that curriculum design and delivery supports progress of key groups.
- To support Associate Assistant Headteachers/Subject Leads / Key Stage Coordinators in developing independent study materials that enable students and their parents to prepare adequately for key assessment tasks and PPEs (Cue cards etc.)
- To support AAHTs/Subject Leads / Key Stage Coordinators in developing independent study materials linked to key assessment tasks to facilitate students' ability to identify the gaps in their knowledge, review and revise the necessary content and then complete a re-test activity.
- To coordinate curriculum design at subject and departmental level to ensure consistency of intent and implementation are in place.
- To meet with Deputy Head (Outcomes), Associate Assistant Headteachers/Subject Leads/Key Stage Coordinators to agree targets, interventions and feedback on individual students to support improved outcomes.
- To assess and evaluate the effectiveness of provision to identify barriers to learning and oversee curriculum development to address these barriers.
- To monitor the quality of teaching & learning received by students across the school through curriculum implementation and to lead curriculum development as appropriate.
- To work with AAHTs/Subject Leads/Key Stage Coordinators to assess how successfully subject teachers are implementing the curriculum as a means to close any gaps for key groups
- Further develop strategies for Parental Engagement to support the curriculum

### Quality Assurance Framework / School Self Review

- Support with activities as part-of the 'Quality of Teaching and Learning' and 'Outcomes' strands of the school's QA Framework and annual self-review process:
  - Support subject teachers are using information provided by the Heads of House Team/SEND Team to ensure any barriers to learning are addressed and particular needs catered for
  - Interviews with teachers about their understanding of, and delivery of, the planned curriculum in their subject area with particular focus on closing gaps for key groups
  - Interviews with students from 'key' groups [Boys/PP/Most Able] to ascertain the content being delivered and their understanding of it
  - Book Scrutinies with AAHTs/Subject Leads/Key Stage Coordinators to assess the standards/expectations subject teachers have of students in 'key' groups and how they compare to the cohort overall

#### Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

## Applying

If you would like to apply for this vacancy, please download and complete the application form which can be found on our website: <https://www.billericayschool.com/vacancies/>

Application forms should be completed electronically or sent as a scanned document to:  
[nefreme@billericayschool.com](mailto:nefreme@billericayschool.com)

Should you experience any technical problems, please do not hesitate to contact Mrs Efreme, PA to The Headteacher, via the above email address.

- Please be advised that we **do not accept CVs** as a form of application.
- Due to the volume of applications, it is not standard practice to offer feedback.
- Our Governing Body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment.
- Members of our Governing Body will be involved in the interview process.
- We will endeavour to request references ahead of interview.
- Employment is subject to satisfactory medical checks, enhanced DBS clearance and suitable references.

We look forward to hearing from you.

## Assistant Headteacher - Curriculum Planning and Development

Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>Supportive reference/s</li> <li>Well-structured supporting letter</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher status</li> <li>Degree</li> </ul>	<ul style="list-style-type: none"> <li>Further professional qualifications [MA, MEd or similar]</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 4 years teaching in secondary education</li> <li>Experience of working successfully and co-operatively as a leader and a member of a middle or extended leadership team in a school</li> <li>Experience of the successful leadership and management of change at middle or senior management level</li> <li>An ability to demonstrate a commitment to outstanding teaching and learning in their own classroom practice and in improving the practice of others.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching experience in all 3 Key Stages with a clear appreciation of the post 16 context.</li> <li>Prior pastoral or curriculum leadership</li> <li>Involvement with school and community links</li> <li>Experience of administrative procedures</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Undertaken Personal Professional Development activities covering teaching &amp; learning, assessment, curriculum and management within the last four years</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of active interest in staff development</li> <li>Experience of planning and managing staff development</li> <li>An interest in and capacity for intellectual debate on educational issues</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively in a variety of situations</li> <li>Proven leadership skills and an ability to form excellent working relationships.</li> <li>A proven record in middle management or extended/senior leadership, promoting development, planning, delivery monitoring and evaluation</li> <li>A track record of excellent classroom teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Ability in administration, budget and personnel management</li> <li>Can offer a range of teaching skills</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>A clear vision and understanding of the needs of secondary students</li> <li>A clear vision of the impact that great leadership can have on the academic and pastoral progress of students</li> <li>A clear understanding of the purpose of accountability</li> <li>A commitment to the ethos of caring about success. A belief in the power of education to transform lives and improve social mobility.</li> </ul>	<ul style="list-style-type: none"> <li>Use of ICT in supporting all aspects of school and professional life</li> <li>Familiarity with assessment/data packages [i.e. SIMS Assessment Manager, 4 Matrix, ALPS]</li> </ul>