



HEAD OF CAMPUS DEPUTY HEADTEACHER RECRUITMENT PACK



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Head of Campus/Deputy Headteacher at Barking Abbey School. It is an exciting time to be joining us as we continue the expansion of the school from a 9 form to a 12 form entry school, following significant capital development and renovation programme. This information pack will provide you with key information to support your application and your understanding of Barking Abbey's strengths and how it differs to other schools.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and the recent introduction of an Additional Resourced Provision (ARP) for Autism on one of our campuses, the school provides a varied role for the right individual.

We are now seeking to appoint two exceptional individuals to work closely with the Headteacher to lead the school forward, taking us from Good to Outstanding and ensuring the whole school ethos is maintained and improved across the dual campus model.

In many ways this is a career enhancing opportunity and we are looking for a colleague, teacher and leader to drive rapid and sustainable improvement within a challenging context. You will have the opportunity to lead a large campus on a daily basis which will be an ideal development opportunity for an aspirant Headteacher.

We actively welcome interest from successful Assistant Headteachers as well as those already having an impact at Deputy Headteacher level. Resilience and energy to challenge historical weaknesses will be in your enthusiastic nature as you work with us to change our community for the better.

We place an extremely high value on the importance of pastoral care and welfare for all, as we firmly believe that this impacts positively on all pupils. We are proud of the supportive culture we have created which enables every student to flourish and we aim to provide an education that will prepare our students for the rigours and demands of the 21st century.

We are looking for the right person to build on the existing strengths of the school and forge deeper links with the community, ensuring families are at the centre of everything we do. You will demonstrate vision, enthusiasm, and commitment and embrace change in order to drive us forward on our journey to achieving Outstanding at our next Ofsted inspection.

If you have a passion to inspire pupils, staff and the school community and can lead with excellence, we would welcome your application. We strongly recommend you visit the school if you can and meet some of the students and staff where you will be warmly welcomed.

We look forward to receiving your application.



Jo Tupman
Headteacher



Robert Brooks
Chair of Governors

The Recruitment Process

We are proud of our school, the staff and students and would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

Visits will commence at our Longbridge Road campus and will include a tour of both sites, our sixth form block and leisure centre and will run for no longer than 2 hours.

All interested applicants must complete the Teachers application form downloadable from the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

There will also be a range of non assessed activities which include opportunities to tour the school with student guides, meet other members of the current SLT, observe students moving between lessons and socialising at break and lunchtime.

Key Dates

Visits to the School	08.30, Friday 13th March
Visits to the School	08.30, Thursday 19th March
Visits to the School	08.30, Wednesday 25th March
Closing Date for Applications	09.00, Monday 30th March
Notification Sent to Shortlisted Candidates	17.00, Wednesday 1st April
Interviews	All Day, Tuesday 21st & Wednesday 22nd April

Key Contacts

- To book your visit to the school, please email: cwright@barkingabbeyschool.co.uk
- Completed applications should be emailed: jobs@barkingabbeyschool.co.uk



Advertisement

Are you looking for an exciting career opportunity?

Do you aspire to Headship in the future?

Do you want to work with exceptional young people and hardworking staff committed to going the extra mile?

Commencing: September 2020

Leadership Scale: L22 to L26, £76,618 to £83,699

Are you highly motivated and driven, with a proven track record of leadership, outstanding classroom teaching and known for having a positive impact on whole school development?

This is an extremely rare and exciting opportunity for the right candidate to take up a leading role of one of our large campuses. Barking Abbey is looking for an inspirational Deputy Headteacher who aspires to be a Headteacher in the future who will:

- Have held a position of an Assistant Headteacher for 2 or more years
- Lead by example
- Demand the highest expectations and standards in all aspects of school life
- Be an outstanding classroom practitioner
- Be uncompromising in their pursuit of the best outcomes for young people
- Demonstrate impact, creativity and high levels of personal integrity
- Have a relevant and continuously developing understanding of what quality education looks like and up to date guidance on best practice for supporting student learning

In return we can offer:

- A student-centred, progress focussed student ethos
- A welcoming and supportive community
- The opportunity to work with a passionate, hardworking and supportive staff
- Opportunities to develop the skills and qualities to become a Headteacher in the future
- A commitment to support continued professional development
- A supportive and committed Leadership Team and Governing Body
- A cohort of students with high aspirations and a willingness to learn

If you would like to visit the school, please contact Mrs Wright, Headteacher's PA to book a place for one of the sessions.

This is a new role for the school and therefore we are looking for a Head of Campus for both of our school campuses. The campus allocation for each Deputy Headteacher will be agreed following the interview process.

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Job Description

The core purpose of the Head of Campus/Deputy Headteacher role is to assist the Headteacher in leading the school to achieve its strategic plans and implement the vision. They are responsible for the health and safety of all stakeholders whilst in the school's care and ensuring that the conditions are in place to ensure every student is supported to achieve to their full potential.

This job description is not a comprehensive definition of the post. It will be reviewed on a regular basis particularly as the school continues to evolve into its dual campus model and may be subject to modification or amendment at any time. Each Head of Campus Deputy Headteacher may be rotated across campuses depending on the schools needs and priorities.

Core Responsibilities

- Manage one of the school's campuses on a daily basis (specific campus allocation for September will be agreed following interview process).
- Work closely with other SLT colleagues to ensure there is parity across both campuses.
- Operate as the Designated Safeguarding Lead for one campus.
- Support and assist the Headteacher in her absence.
- Be responsible for implementing health and safety policies.
- Role model the school vision and values on a daily basis.
- Work with staff, Governors and students to create and maintain the ethos, vision and aims of the school.
- Report to Governors as required.
- Provide clear strategic direction for the school that achieves the highest educational provision.
- Ensure that the school benefits from a rigorous self evaluation process that significantly contributes to raising standards.
- Be an outstanding teacher.
- Role model and coach others into effective models of leadership.
- Play a lead role in the development of other staff.
- Have high expectations and lead by example.
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.
- Keep under review the work and organisation of the school and monitor and evaluate the effectiveness of it, challenging leadership at all levels when required.
- Ensure key policies are up to date, relevant and compliant to ensure they are live working documents.

- Effectively line manage other SLT colleagues, middle leaders and core staff ensuring they all work effectively to achieve the school's aims.
- Ensure guidance and support is provided to students, staff and parents.
- Ensure that appropriate educational initiatives are incorporated effectively across the campus and whole school to continually drive whole school improvement and parity.
- Ensure that staff work within the school's policies and lead on personnel issues where directed by the Headteacher.
- To lead the School's current Inclusion and Pastoral strategic development.
- To facilitate, design and deliver integrated services across the curriculum and inclusion spectrum, to meet the needs of students, especially those with SEND.
- To lead on the implementation and monitoring of the school's Behaviour for Learning and Exclusion policies.
- To co-ordinate links and developmental planning with external partners as appropriate.
- To line manage the Assistant Head teachers for Behaviour and Student Welfare.
- To line manage at least one subject department.
- To line manage the SENCO and Deputy DSL.
- Perform supervisory duties around the school.

All SLT members will be expected to comply with any reasonable request from the Headteacher or Governors to undertake work that is not specified within this job description.



Person Specification

Experience and Qualifications	Essential/Desirable	Information available from Application	Information available from Interview
Holds a DFES recognised teaching qualification.	E	✓	
Good Honours Degree	E	✓	
Has undertaken post qualification study relevant to post.	D	✓	
Evidence of updating professional skills, including management development.	E	✓	
NPQH or willingness to undertake NPQH or equivalent	E	✓	
A minimum of 3 years successful experience as a member of senior leadership in a good or outstanding school.	E	✓	
Relevant, recent experience of teaching in a 11-16 or 11-18 school.	E	✓	
A minimum of 3 years successful experience as a middle leader.	E	✓	
Experience of working in a multi-cultural environment.	E	✓	✓
Experience of working in a split site school.	D	✓	
Experience of working in more than one secondary school.	D	✓	
Experience of working successfully with the Governing Body.	D	✓	
Experience of Human Resources processes (e.g. disciplinary, grievances, capability).	D	✓	✓
Successful experience of teaching students across a broad range of the attainment spectrum.	E	✓	✓
Evidence of expertise and success in raising student achievement and securing whole school improvement.	E	✓	✓
Experience of leading operational systems in the school.	E	✓	✓
Experience of effective quality assurance systems.	E	✓	✓
Experience of leading safeguarding practices.	E	✓	✓



Professional Ability	Essential/Desirable	Information available from Application	Information available from Interview
Demonstrates a sound understanding of the qualities of good teaching and effective learning and how these can be applied to raise student attainment.	E	✓	✓
Demonstrates an understanding of the effective planning and delivery of a balanced curriculum with a high expectation for all students.	E	✓	✓
Demonstrates a good working knowledge of school development planning, including the development of effective monitoring and evaluation strategies.	E	✓	✓
Successful track record in using data to raise achievement and improve student outcomes.	E	✓	✓
Knows how to ensure equality of opportunity for all students and staff and shows evidence of having done so.	E	✓	✓
Has a clear vision and strong commitment to inclusion and how this can be achieved for students.	E	✓	✓
Has the ability and strong commitment to working in partnership with staff, parents, governors, the Local Authority, partners and the local community.	E	✓	✓
Experience of leading successful improvements and managing change at a whole school level.	E	✓	✓
Has a thorough knowledge of the school's roles and responsibilities in relation to safeguarding.	E	✓	✓
Can set, maintain and actively promote high standards of student behaviour.	E	✓	✓
Has a thorough knowledge of health and safety legislation and policy and the implications for large dual campus school.	E	✓	✓
Knowledge and understanding of financial management in schools.	D	✓	✓
Proven record of leading effective professional development.	E	✓	✓
Thorough knowledge of the Ofsted framework.	E	✓	✓



Personal Qualities	Essential/ Desirable	Information available from Application	Information available from Interview
Evidence of good leadership skills and professional competence; the ability to lead and manage people to work as individuals and as a team towards a common goal.	E	✓	✓
High levels of emotional intelligence and ability to use appropriate leadership styles.	E	✓	✓
Shows a strong commitment to equity in provision for students.	E	✓	✓
Shows a strong commitment to equity in dealing with staff.	E	✓	✓
Demonstrates the ability to enthuse, inspire and motivate students, staff and parents.	E	✓	✓
Strong track record of good decision-making; the ability to identify and implement solutions to complex problems.	E	✓	✓
Has excellent oral and written communication skills.	E	✓	✓
Has good inter-personal skills.	E	✓	✓
Has effective self-management skills including the ability to manage one's own time effectively.	E	✓	✓
Ability to manage and resolve underperformance.	E	✓	✓
High levels of organisational skills including the ability to prioritise and manage time effectively.	E	✓	✓
Ability to think strategically, analytically and creatively when solving problems.	E	✓	✓
Ability to take firm decisions and take responsibility for these decisions.	E	✓	✓
An excellent health, attendance and punctuality record.	E	✓	✓
An understanding of the current national agenda developments.	E	✓	✓
Has a high level of personal integrity and probity.	E	✓	✓



Our SLT Staffing Structure 2020-21

SLT Staffing Structure 2020/21					
Headteacher					
Senior Deputy Headteacher					
LONGBRIDGE CAMPUS			SCHOOL BUSINESS MANAGER	SANDRINGHAM CAMPUS	
Head of Campus/Deputy Headteacher Year 7, 8, 9 & 10				Head of Campus/Deputy Headteacher Year 8, 9, 10, 11, 12 & 13	
Progress and Achievement AHT	Inclusion and Welfare AHT	Teaching and Learning/ Pedagogy AHT	Progress and Achievement	Inclusion and Welfare AHT	KS5 Senior Leader

SLT Staffing Structure 2021/22					
First year of dual campus model with school at maximum capacity					
Headteacher					
Senior Deputy Headteacher					
LONGBRIDGE CAMPUS			SCHOOL BUSINESS MANAGER	SANDRINGHAM CAMPUS	
Head of Campus/Deputy Headteacher Year 7, 8, 9, 10 & 11				Head of Campus/Deputy Headteacher Year 7, 8, 9, 10, 11, 12 & 13	
Progress and Achievement AHT	Inclusion and Welfare AHT	Teaching and Learning/ Pedagogy AHT	Progress and Achievement	Inclusion and Welfare AHT	KS5 Senior Leader



Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.



Timing of the School Day

08.25	Warning bell
08.30 - 08.45	TUTOR TIME
08.50 - 09.45	PERIOD 1
09.50 - 10.45	PERIOD 2
10.45 - 11.10	BREAK
11.05	Warning bell
11.10 - 12.05	PERIOD 3
12.10 - 13.05	PERIOD 4
13.05 - 13.45	LUNCH
13.40	Warning bell
13.45 - 14.40	PERIOD 5
14.40 - 15.00	REFLECTIONS
15.00	HOMEWORK SPORTS STUDY CLUBS



Our School Buildings

Barking Abbey has recently undergone a £21 million building expansion programme to support its growth from nine to twelve forms of entry.



The historic lower and upper sites are gradually evolving into a dual campus model which will house Year 7 to 11 on both campuses by September 2021. A brand new Sixth Form opened in April 2019 at our Sandringham campus which houses our large Sixth Form population (currently 450 in number).

The school benefits from two large Sports Hall on each campus, a 3G all weather pitch, multi-use games areas and seated courtyards.



