



Applicant Job Pack

Assistant Headteacher

Woodrush High School

An Academy for Students Aged 11-18



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Assistant Headteacher Student Progress L11 to L15

We are seeking to appoint a dynamic and dedicated Assistant Headteacher with a focus on student progress to join our highly successful and outstanding Leadership Team.

Woodrush is an extremely popular, oversubscribed academy on the border of South Birmingham. We are looking for a leader who is passionate about the development of people and is dedicated to the pursuit of excellence for every child, regardless of their background.

The successful candidate will:

- Be the raising standards leader for Key Stage 3 and Key Stage 4
- Have a strategic oversight of assessment reporting and recording, to include target setting & monitoring of whole school data & Examinations.
- Develop and implement a programme for the most able students
- Develop and oversee intervention programmes.

You will have an organised and methodical approach to work, can demonstrate a passion for continual improvement and achievement, with an ability to inspire the confidence of students, parents and colleagues through enthusiasm and commitment to the role.

We can offer you:

- An opportunity to work in an extremely popular and over-subscribed Academy on the border of South Birmingham. The Academy is Ofsted 'Good' with 'Outstanding' Leadership & Management, Personal Development, Welfare, and Behaviour.
- An Extensive CPDL programme with excellent training opportunities
- Opportunities to work across our alliance of schools and work towards Specialist Leader of Education status.
- A Local Government Pension Scheme.
- Reduced rate gym memberships - including Les Mills classes

If this sounds like you, and you would like to work for an innovative and aspirational Academy Trust, you can apply by downloading our application pack from our website www.woodrush.org.

Alternatively, please contact Amy Branford, Lead HR Administrator on 01564 820097 or email her at abranford@woodrush.org to have a pack emailed or posted out to you.

Interested candidates are welcome to come and look around the school by prior appointment.

Closing date Monday 17th May at 9am. Interviews to commence shortly after.

*Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluently and spoken English is an essential requirement for this role*



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Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy.

Woodrush High School is an extremely popular and over-subscribed Academy for 11 to 18 year-olds, committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve. We are proud to be a designated Training School and are recognised as a National Support School.

Woodrush staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional and career development for all our staff, reflected in our continual professional development and learning opportunities. Teaching and learning practice is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to be inspired, achieve and be celebrated for their success and aptitude.

Our recent Ofsted inspection, December 2018, categorised Woodrush as a 'Good' school with 'Outstanding' Leadership & Management and Personal Development, Behaviour & Welfare.

The inspection acknowledged how:

- *'Pupils achieve well because of strong teaching and the exceptional support and care they receive.'*
- *'Pupils' behaviour is excellent. They are courteous, friendly and routinely regulate their own behaviour. Pupils have very high expectations of each other's behaviour.'*
- *'Parents, staff and pupils are unanimous in their praise for the excellent pastoral care provided to pupils, which includes a strong focus on mental health and wellbeing.'*
- *'The leadership of teaching, learning, and assessment is highly effective.'*
- *'Staff are unanimous in their praise for the many training and professional development opportunities afforded to them.'*
- *'Middle leaders form a dedicated and highly focused group of professionals. They are consistent in their messages and drive for excellence.'*
- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.'*

Of all our achievements, we are most proud of our students: their enthusiasm, inquiring minds, eagerness to learn and willingness to contribute to the various opportunities that life at Woodrush offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at Woodrush.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Kind Regards

Ms N. Rancins BSc PGCE NPQH
Headteacher





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About Our School

Woodrush High School is a mixed, comprehensive school of approximately 1000 students aged 11 to 18, including the Sixth Form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham city boundary.

Our reputation and record of success make us a highly attractive place for families to enroll their child[ren]. We are a heavily oversubscribed school, with the majority of students residing in south Birmingham, Worcestershire, and Solihull. The school, which was opened in 1958, enjoys an excellent reputation locally and was designated a Training School by the National College for Teaching and Leadership in 2014.

A high proportion of our students achieve examination results at GCSE and Post-16 above national averages and our cohorts have an excellent record of progression into employment, training and Further Higher Education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within the school. We have a wealth of clubs and sports teams and a broad range of educational visits, residential, productions, and performances run across the academic year that enriches the curriculum and life for students at Woodrush.

Our curriculum is dynamic and engaging, leading to a broad range of valued qualifications responsive to local and regional employment and training opportunities. At both KS4 and KS5, students receive a curriculum and pastoral support matched to their strengths, needs, and aspirations. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong and offers considerable support to a number of students throughout the school.

Woodrush has high-quality facilities for sports in the school and Community Hub, which is also open to the community; as well as designated facilities for our Training School, Library, and Sixth Form. Our sports facilities include an all-weather floodlit artificial pitch which is also open to the public during evenings and weekends via the sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11.

Students are encouraged to achieve the highest possible standards of which they are capable, and we have an agreed Code of Conduct and students are expected to, and do, behave well.

We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity. Parents and Carers are very supportive of the staff and school at large and the school has maintained an excellent reputation for creating high standards of achievement and behaviour. Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline.



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Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve to improve our students' chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush, we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful school and Training School
- Being at a school which has a highly supportive NQT programme, verified externally by our NQT Induction Quality mark
- Our interactive and inspiring weekly CPDL training sessions
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- On-site gym with membership at reduced rates
- On-site café and library

What does being part of a Training School mean for staff at Woodrush?

Within our Alliance, (of both Primary and Secondary schools) and situated in a bespoke training building, we lead teacher training through various routes -Schools Direct and PGCE with Universities of Birmingham, Worcester, and Warwick. Training is based at Woodrush High School and/or our partner schools. Alongside initial teacher training, we offer a wealth of CPDL for teachers at all stages and levels of experience, which aims to support teachers to become outstanding practitioners who are highly effective and exceed the professional standards required.

In addition, our professional, friendly and experienced team are able to skilfully lead the Olevi programme (The Outstanding Teacher programme (OTP) and the Improving Teacher Programme (ITP)) as well as further professional qualifications, such as the NPQML and NPQSL, with outstanding training and enhanced by strong partnership links within our growing Alliance. We place a strong emphasis on using educational research and evidence-informed pedagogy to steer our training, ensuring it is creative, dynamic, effective, and leads to exceptionally positive feedback.

We pride ourselves on spotting talent within our Woodrush team (and the Alliance) and nurturing staff potential, to ensure that every single person aims to achieve their best and is supported to do so at any point in their career. We have a team of Specialist Leaders of Education in school and offer School to School support, which involves our SLEs, Senior team and Teaching staff who can effectively support staff within our school or our Alliance/ partner schools.

Therefore, the experience of the staff at the Woodrush High School is enriched by the many opportunities offered by the Training School (and the staff within the Alliance and partner schools.) Joining Woodrush enables you to have the opportunity to access the high-quality training programmes from within the Training School CPD programme, and offers you the chance to take part in our in-house events, train or support teachers or lead CPD for other teachers from Woodrush, or wider afield. As our Training school continues to grow, so do the opportunities which our staff are offered and can benefit from.



Job Description

Assistant Headteacher

L11 to L15

Purpose of the Post:

To assist the Headteacher in leading and managing the school by:

Contributing to the vision and strategic direction of the school to ensure continuous school improvement.

Contributing to formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:

- Maintaining a high profile around the school
- Being a role model for outstanding classroom practice
- Leading on delegated areas of responsibility
- Contribute to the safeguarding and promotion of the welfare, personal well-being and care of students with regard to safeguarding procedures
- The Assistant Headteacher will have an appropriate teaching commitment

Key accountabilities for this role

To be a member of the Senior Leadership team with a specific role to lead and further raise standards of student progress across Key Stage 3 and Key Stage 4

Purpose:

- To develop, lead and promote an ethos of ensuring excellence in all areas of the school's life
- To provide strong leadership and management of the school's assessment, recording and reporting
- To provide leadership and management of Key Stage 3 and Key Stage 4 across the school to ensure students make strong progress
- To contribute to the operational and strategic leadership of our school as part of our Senior Leadership Team
- Ensure that our values are put into practice and we make significant progress across the school
- Model operational and strategic excellence
- To work to ensure there is a culture of encouragement and support across the school
- To model our values and expectations

Core Responsibilities:

- Lead, manage, review and quality assure the whole school tracking system, ensuring the ongoing training of staff to support student progress
- Effectively report progress data to students, parents and governors including interim reports and parents evenings
- Interpretation and analysis of internal and external data, providing summary reports to the Head Teacher, SLT, staff and governors
- Working with subject leaders to monitor, review and plan the most effective provision to support pupil progress in light of progress data
- Oversee the data manager to facilitate effective data support of all staff
- Oversee the Examination Officer to support all aspects of external and internal examinations.
- Ensure effective assessment structures are in place across all departments that are clearly mapped into the school's recording and reporting systems
- Work with senior leaders to ensure data is readily available to support relevant intervention to address gaps in student achievement
- To be responsible for the progress of Key Stage 3 and Key Stage 4, ensuring assessment structures and appropriate intervention is in place, resulting in strong outcomes
- Leading, where necessary, middle leadership or senior leadership meetings in-line with the agreed calendar
- Monitoring and reporting against relevant aspects of the School Improvement Plan to a range of audiences
- Completing, in collaboration with other members of the Senior Leadership Team, the School Self-Evaluation Form
- Line manage relevant subject leaders to raise standards in all areas of the curriculum

***Senior Leadership responsibilities***

- To support the Headteacher in developing and communicating a clear strategic vision to develop the academy successfully and to lead to improvement;
- To take responsibility for those elements of the school's self-evaluation and improvement plan that pertain to the brief for this role;
- To share in identifying whole school aims and objectives which have coherence and relevance to the needs of students and to the aims and objectives of the School;
- To work with colleagues to ensure the creation and implementation of the School Improvement Plan;
- To share in the effective and efficient management of the school on a daily basis and to maintain a high profile presence for staff and students in the academy and promote its ethos;
- To be a model of high professional standards in all aspects of academy life and to lead by example;
- Contribute to the preparation of all academy documentation, including Governors' report, and similar including review of the staff and student planners annually;
- Attend and report to Governors' meetings as required by the Headteacher;
- To work to ensure there is a culture of encouragement and support across the school
- To model our values and expectations
- To lead on school policy, its development and implementation in your linked area of responsibility
- To be fully aware of the current legal requirements, national policies and local guidance on the safeguarding and promotion of the wellbeing of children and young people.
- Liaise with external agencies as appropriate and manage relevant contracts.
- To lead on training and support of all staff within your linked area and ensure that new teachers have the induction and development they need to ensure they rapidly become effective members of the teaching workforce

Other such duties as the Headteacher may reasonably direct from time to time, including:

- Carry out a teaching commitment within the general framework of the school timetable. This will include, as far as possible, teaching the full age and ability range.
- Implement the governing body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs.
- Contribute to the gathering and collation of stakeholder views.
- Attend school events and functions, as well as appropriate meetings, with colleagues and parents/carers.
- Assist with the marketing of the school, organising key events as appropriate and acting as an ambassador for the school at high profile functions.
- To demonstrate a commitment to one's own professional development and engage in the opportunities provided by the school and training school alliance



Assistant Headteacher

<i>Personal Qualities, Qualification and Experience</i>		<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview Process</i>	<i>References</i>
QUALIFICATIONS AND TRAINING						
1	Honours degree or equivalent	X		X		
2	Qualified Teacher Status	X		X		
3	Relevant Higher degree or equivalent		X	X		
4	NPQSL or equivalent (or working towards)		X	X		
5	Evidence of Continuous Professional Development relating to school leadership and management	X		X		X
PROFESSIONAL EXPERIENCE AND KNOWLEDGE						
1	Substantial, successful teaching experience	X		X	X	X
2	At least three years successful recent leadership and management experience likely to have been gained as a Middle Leader	X		X	X	X
3	Successful experience of raising standards for all with measurable impact	X		X	X	X
4	Proven track record of managing aspects of successful school self-evaluation and accountability and the school improvement process	X		X	X	X
5	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	X		X	X	X
6	Experience of working in collaboration and/or partnership with internal and external stakeholders		X	X	X	
7	In-depth knowledge and understanding of the wider educational agenda including current national policies and education issues relating to student attainment.	X		X	X	
8	An understanding of effective strategic financial and resource management to achieve educational policies and ensure value for money		X	X	X	
9	In-depth understanding of accountability measures at KS4 and the examination process.	X		X	X	X
10	In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures		X	X	X	
11	High level of data literacy to be able to identify and implement appropriate and effective strategies to improve attainment of all groups of students.	X		X	X	
PERSONAL QUALITIES						
1	Is committed to putting continuous improvement and pupil outcomes at the core aspects of leadership and management	X		X	X	X
2	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and ethos of the school	X			X	X
3	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	X		X	X	X
4	Is able to manage, inspire, encourage and empower staff	X			X	X
5	Is able to manage the school efficiently and effectively on a day-by-day basis whilst maintaining a good work life balance	X			X	X



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6	<i>Is an outstanding, reflective practitioner with high quality teaching skills and high expectations for all pupils</i>	X		X	X	X
7	<i>Willingness and commitment to work collaboratively with the leadership team, Governors and the school community to drive school improvement</i>	X			X	X

How to Apply:

If you would like to join our outstanding team and apply for this post, please complete the application form in full. Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teacher's number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.



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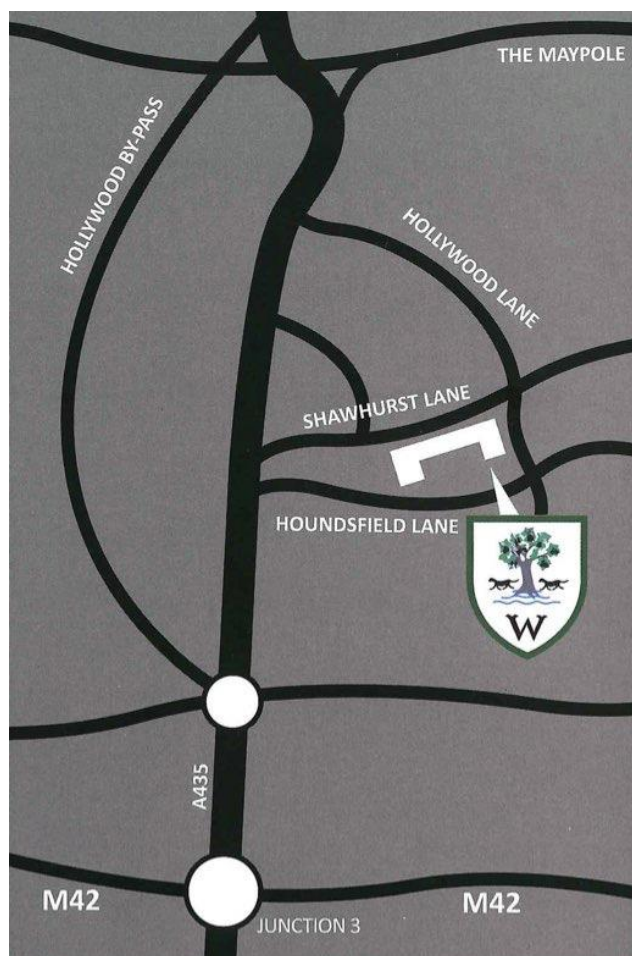
Woodrush High School

An Academy for Students Aged 11-18

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Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to Birmingham

At the next roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates. Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted