

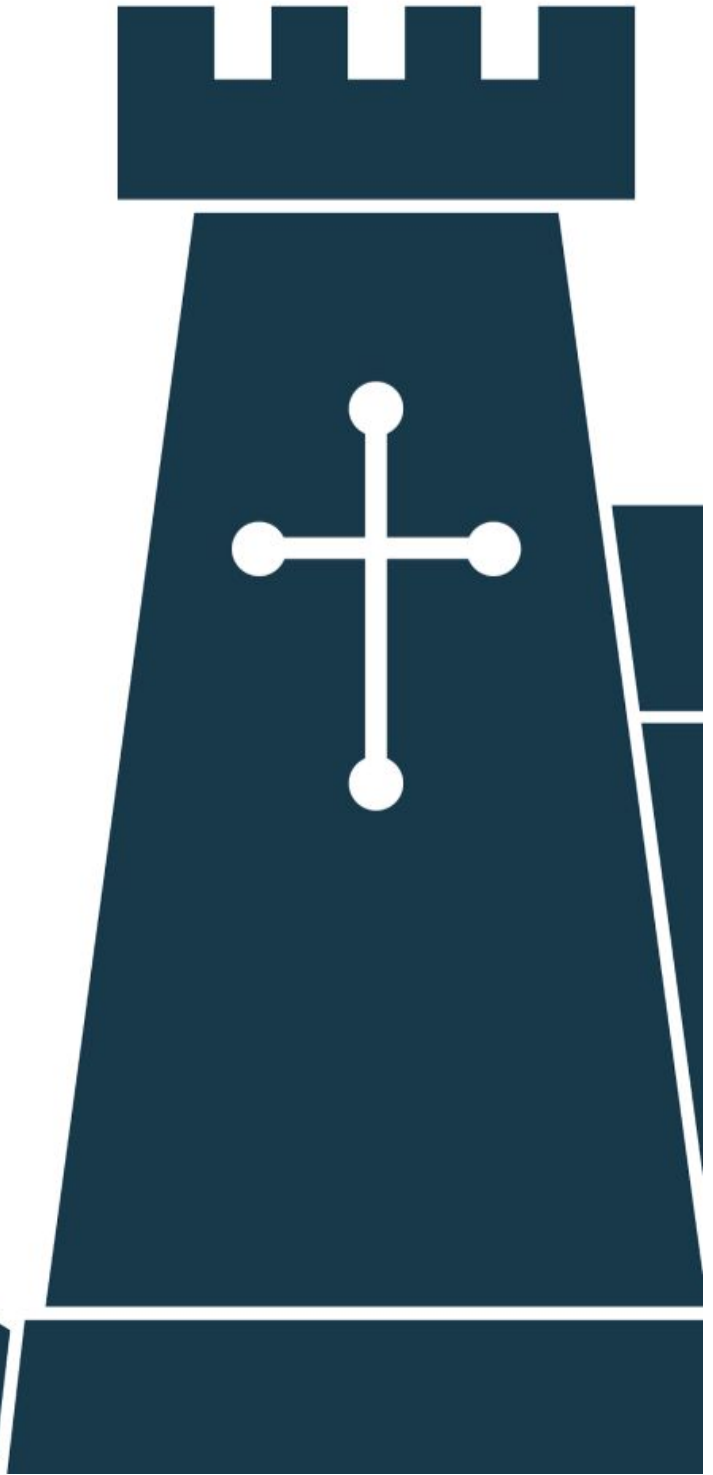


THE BAY  
CE SCHOOL

Believe · Inspire · Excel

**Assistant Headteacher  
Teaching, Learning and Assessment (secondary)**

June 2019





## THE BAY CE SCHOOL

Believe • Inspire • Excel

*June 2019*

Dear Candidate,

Thank you for expressing an interest in the position of Assistant Headteacher - Teaching, Learning and Assessment (Secondary)

From September 2018 The Bay CE School opened as an all-through school providing education for students aged 4 to 16 years old. The school has two sites and this role is situated at the secondary site.

We are looking to appoint an exceptional and dynamic leader with extensive knowledge of the current educational agenda with a proven record of accomplishment of school improvement across the whole school. You will support the Head of School (secondary) to secure outstanding progress for students by taking responsibility for driving rapid improvements in teaching, learning and assessment across the school.

### How to Apply

Interested candidates can download an application pack from our website: [bayceschool.org](http://bayceschool.org)

For more information about this exciting opportunity please contact myself, Duncan Mills, Executive Headteacher on 01983 403284. Prospective candidates are encouraged to visit the school informally. To organise a visit, please contact [recruitment@bayceschool.org](mailto:recruitment@bayceschool.org) or call 01983 403284.

**Closing date for applications:** Friday 5th July 2019 (noon)

**Interviews:** Wednesday 17th July 2019

Completed application forms should be e-mailed to [recruitment@bayceschool.org](mailto:recruitment@bayceschool.org) or posted  
**FAO: Mrs L Highmore, The Bay CE School, The Fairway, Sandown, Isle of Wight, PO36 9JH.**  
All applications will be acknowledged upon receipt.

References will be requested prior to interview and an enhanced DBS check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

A handwritten signature in black ink that reads "D. Mills". The signature is written in a cursive style with a large, stylized 'M'.

Mr Duncan Mills  
**Executive Headteacher**



# THE BAY CE SCHOOL

Believe • Inspire • Excel

## **Assistant Headteacher** **Teaching, Learning and Assessment**

### **Salary Range: L13-L17**

We are seeking to appoint an exceptional and dynamic leader with extensive knowledge of the current educational agenda, and someone who has a proven record of accomplishment of school improvement.

You will support the Head of School to secure outstanding progress for students by taking responsibility for driving rapid improvement in teaching, learning and assessment across the school.

The successful candidate will lead on teaching and learning strategies and will be a pivotal person in developing a forward thinking, and collaborative ethos at The Bay CE School. They will focus on developing and embedding a common vision to enable our students to become independent, confident, thoughtful, life-long learners.

The post would suit candidates who have the intellectual ability to analyse accurately, implement sensitively and evaluate rigorously to ensure strong outcomes at all levels. The role will encompass leadership of the school's implementation, monitoring and evaluating of teaching and learning, and CPD.

The successful candidate will be able to support the Head of School to provide exceptional leadership to all aspects of the school. The appointed candidate should be able to demonstrate their ability to secure internal outcomes and influence externally.

### **Primary Purpose of the Role:**

1. To take responsibility for behaviour, attendance and outcomes for Year 7 and 8
2. To take whole school leadership responsibility for teaching and learning resulting in excellent progress and outcomes for students.
3. To take responsibility for school policies, decision-making and strategic planning for teaching and learning and CPD.
4. To take leadership of the development of high expectations of staff and students and an adaptable and positive approach to innovation and Teaching, Learning and Assessment.
5. To take full leadership and accountability for key areas of the school's work, including KS3 achievement (Phase 2); raising the quality of teaching and learning, including ITT/NQT and CPD within the school.
6. To take strategic and operational leadership of transition (Phase 2).
7. To take whole school strategic lead of implementing and embedding PiXL principles.
8. To take whole school leadership responsibility for driving up the quality Literacy and Numeracy.
9. To contribute significantly to federation-wide leadership and developments.



**THE BAY CE SCHOOL**

Believe • Inspire • Excel

**SLT Shared Accountabilities:**

- to support and assist the Head of School by providing ethical, dynamic and professional leadership;
- to model our vision and values in everyday work;
- to contribute to school improvement, taking a whole school view in strategic planning and sharing; accountability for decisions and outcomes;
- to contribute to federation-wide priorities;
- to develop positive and sustained community links;
- to be a visible and active presence in the day-to-day management of the school.



# THE BAY CE SCHOOL

Believe • Inspire • Excel

## *Job Description*

The role of the Assistant Headteacher is to support the Head of School and Deputy Headteacher in discharging their duties and to provide professional and dynamic leadership to the school to bring about improved outcomes for all.

### **Suitable candidates will be able to demonstrate experience and expertise in the following areas:**

- leadership experience in relation to improvements in teaching, learning and assessment;
- strong strategic thinking with a track record of school improvement;
- getting the best out of the people you lead.

### **Main Responsibilities**

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

### **Strategic Direction and Development of the School and Outcomes**

The key focus of this post is to ensure the highest quality of teaching and learning provision, including homework, masterclasses and Enrichment Days, ensure the highest quality of achievement at KS3 and ensure quality CPD for all staff, by:

1. Strategic leadership of the development of the leadership and management skills of curriculum leaders through the implementation of rigorous programme of CPD and the setting of challenging targets for improvement.
2. Developing the teaching and learning skills of all teachers through a rigorous programme of CPD and the setting of challenging targets for improvement.
3. Develop, lead and manage effective strategies to improve standards of teaching across all Key Stages.
4. To lead the school's NQT/ITT programmes.
5. To lead and manage the school's "Teaching and Learning" team and programme.
6. Develop, lead and manage effective strategies to improve standards of teaching and learning by use of appropriate technologies across the school.
7. Accountability for line management of designated curriculum subjects.
8. Provide strategic and operational leadership of Enrichment Days.

### **Outcomes**

To:

9. Lead the development of Teaching and Learning across the whole school in order to improve outcomes for students.



# THE BAY CE SCHOOL

Believe • Inspire • Excel

10. Ensure the school provides a high-quality CPD framework that supports strong outcomes for all.
11. Lead the setting of measurable and achievable teaching and learning targets for all staff.
12. Monitor the school's overall progress towards teaching and learning targets.
13. Analyse teaching and learning data, identify key areas for whole school and individual development, lead and manage strategies for CPD; liaise with middle leaders and produce regular updates for the Head of School and Governors.
14. Lead the process of reporting on Teaching and Learning to the appropriate stakeholders.
15. Contribution to the Governors Committees with respect to target setting, results analysis, outcomes.

## **Leading and Managing Staff**

To:

1. Provide highly effective leadership appropriate to the needs of all staff - to lead by example and support and uphold all aspects of school ethos and policies.
2. Work with the Head of School to create a community in which highly effective learning strategies are developed, disseminated, modelled and employed consistently in the work of the school.
3. Lead and maintain a culture of continuous self-evaluation and school improvement at team and individual staff level.
4. Develop staff expertise through the identification of needs; lead and participate in an effective programme of continuing professional development.
5. Lead performance management systems to engage with personal performance management requirements and those of other relevant staff.
6. Undertake responsibility for the line management of curriculum areas as appropriate.
7. Take full accountability for the examination results of the designated curriculum subjects (line management).
8. Lead and manage the CPD programme for all teaching staff and support staff and ensure its efficient and effective implementation that impacts on student learning.
9. Responsible for the Professional Mentor for ITT programme (PGCE and GTP) and NQT. Accountable for all formal assessments, training programmes and support for subject members.
10. Lead and manage all performance coaching programmes and report on progress to the Head of School.
11. Make a significant contribution to the Governors' meetings, including appropriate documentation when required regarding Teaching and Learning.
12. Make a significant contribution to the school's self-evaluation process, including the action plan and SEF regarding Teaching and Learning.

## **Effective Deployment of Staff and Resources**

To:

1. Work with Governors and colleagues to recruit high quality staff.



## THE BAY CE SCHOOL

Believe • Inspire • Excel

2. Deploy and develop staff to make the most effective use of their skills, expertise and experience and ensure effective management of the school in the absence of the Head of School.
3. Assist the Head of School in the management, organisation, effective and efficient use of the school's resources.
4. Monitor the use of resources with a view to achieving 'best value'.
5. Direct and support the work of the Teaching and Learning Team.
6. Take responsibility for the development of the Teaching and Learning team.
7. Ensure that the school's website reflects fully Teaching and Learning strategies, rationale vision and to keep the content accurate and current.

### **Quality Assurance Accountabilities**

To:

1. Support the aims and ethos of the school by personal example:
  - Set a good example in terms of dress, punctuality and attendance
  - Attend and participate in open evenings and student performances etc
  - Uphold the school's behaviour code and uniform regulations
  - Participate in staff professional development activities
  - Attend all relevant meetings
2. Contribute to and further develop the self-evaluation practices of the school.
3. Provide information and advice to the governing body to enable it to fulfil its responsibilities and ensure proper accountability.
4. Work with the Head of School, Governors and staff to ensure that the school meets all statutory requirements and operates in the spirit of the law as well as to the letter.

### **Teaching commitment**

- Dependent on the needs of the school.

### **Additional Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- To ensure high-quality teaching and learning within the school.





**THE BAY CE SCHOOL**

Believe • Inspire • Excel

## *Person Specification*

### Assistant Headteacher Teaching and Learning

#### Training and Qualifications

	Essential	Preferred	Desirable
Qualified Teacher Status	X		
Recognised honours degree or equivalent	X		
Evidence of recent relevant CPD	X		

#### Experience of School Leadership

	Essential	Preferred	Desirable
Experience of leadership in a secondary 11-16 range school at a senior level	X		
Appropriate and successful teaching experience in more than one secondary phase 11-16 school		X	
Substantial experience in secondary education in different contexts	X		
Recent and substantial successful experience as a middle or senior leader	X		
Evidence of impact as a school leader at a strategic level	X		
Evidence of making a significant positive impact on the development and improvement of a school or department area	X		
Strategic policy development and implementation			X

Demonstrable experience of implementing strategies to improve teaching and learning.	X		
Demonstrable effective team leadership	X		
Evidence of rigorous monitoring, evaluating and improving outcomes	X		
Successful experience in teaching and learning data analysis, target setting, monitoring and review	X		
Resource and financial management, monitoring and evaluation			X
Evidence of promoting effective relationships between a range of stakeholders	X		
Evidence of understanding and application of teaching and learning strategies that resulted in improved outcomes		X	

### Professional Knowledge and Understanding

	Essential	Preferred	Desirable
A clear understanding of what constitutes outstanding practice in delivering inclusive education	X		
Up-to-date knowledge assessment and data strategies	X		
Current educational issues, including national policies, priorities and legislation	X		
The process of strategic planning, including the creation of policies		X	
The management of staff, including professional development and recruitment		X	
Financial planning, budgetary management and accountability			X
Effective management of stakeholder relationships			X
The successful practice of educational inclusion, diversity and access	X		
Effective choice and flexibility in learning to meet the personalised learning needs of every child	X		

Principles and practices of quality assurance systems, including self-evaluation, performance management, etc	X		
---	---	--	--

**Personal and Professional Qualities and Attributes**

Candidates should be able to provide evidence that they have the necessary qualities and attributes required by the post. They should be able to:

	Essential	Preferred	Desirable
Inspire, challenge, motivate and empower the school community to carry forward a shared vision	X		
Collaborative yet clear and decisive leadership style	X		
Promote individual team development and sustain a learning community that impacts on school development	X		
Think strategically, create, maintain and share a coherent school vision	X		
Set and achieve ambitious, challenging goals and targets	X		
Manage change, conflict and empower individuals and teams	X		
Prioritise, plan and organise themselves and others	X		
Think creatively to anticipate and solve problems	X		
Listen to, and reflect on, feedback from others	X		
Maximise the benefits that new technologies provide and have the ICT skills required to be effective in the role	X		
Collaborate and network with others within and beyond the school		X	
Develop maintain and extend appropriate partnerships with local councils, schools, children's services, parents and the local community	X		
High energy, lively intelligence, and a good sense of humour	X		
Consummate professionalism evidenced by not shying away from difficult decisions or providing direct and honest feedback in a positive and constructive manner	X		
Naturally outward looking leadership style that is readily adjusted to the audience, to get the best out of colleagues and to command the respect of students as well as adults	X		
Contagious positive attitude that motivates and inspires others	X		

Authenticity, flexibility, transparency, and the highest standards of integrity	X		
---	---	--	--

## *Job Advertisement*



### THE BAY CE SCHOOL

Believe • Inspire • Excel

**Transforming schools...  
...transforming careers**

**Assistant Headteacher - Teaching,  
Learning and Assessment (Secondary)**

**Leadership Scale - L13 - L17**

**Start date - January 2020**

We are looking to appoint an exceptional and dynamic leader with extensive knowledge of the current educational agenda with a proven record of accomplishment of school improvement across the whole school. You will support the Head of School (secondary) to secure outstanding progress for students by taking responsibility for driving rapid improvements in teaching, learning and assessment across the school.

The ideal candidate should be highly motivated with a genuine determination to ensure the highest standards and expectations across all areas of our school.

We can offer a welcoming school, committed to providing the very best education and care for the children.

For more information about this exciting opportunity please contact Executive Headteacher Duncan Mills on 01983 403284. Please download an application pack via our website [bayceschool.org](http://bayceschool.org) or request via email to [recruitment@bayceschool.org](mailto:recruitment@bayceschool.org). Visits to the school are warmly encouraged.



cornerstone  
federation

**Closing date: Friday 5th July 2019 (Noon)**

**Interviews: Wednesday 17th July 2019**

The Cornerstone Federation is committed to safeguarding & promoting the welfare of children & expects all staff & volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced DBS clearance.



## The Isle of Wight

Getting to the Isle of Wight has never been easier with up to 200 fast and reliable services running every day. There are excellent rail connections to all the major ferry ports, providing fast access to the Isle of Wight from across the UK. Travel time from London Stations to most of the ports is less than two hours, and many ferry services coincide with train arrival times.

Wightlink operate a vehicle ferry from Portsmouth to Fishbourne or Lymington to Yarmouth and a fastcat passenger service to Ryde. Red Funnel operate a vehicle ferry from Southampton to East Cowes and a Redjet passenger service to Cowes. Hovertravel offer a foot passenger only service from Southsea to Ryde. Journey times vary depending on which route you are choosing, from 12 minutes to 55 minutes.

The Isle of Wight is a great and safe place to live. With fabulous scenery to explore, coastal and countryside walks, plus miles of beaches; coupled with a lively events calendar, plenty of family-friendly attractions and a thriving food and drink scene, there is something for everyone.





bayceschool.org

---

Primary School  
Winchester Park Road  
Sandown  
PO36 9BA

Secondary School  
The Fairway  
Sandown  
PO36 9JH

✉ Bayceschool.org  
📧 office@bayceschool.org  
☎ 01983 403284