



**THE REACH FREE
SCHOOL**

Assistant Headteacher - Head of Sixth Form

Candidate Pack

**The Reach Free School
Unit 3, Wolsey Business Park
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Dear candidate,

Thank you for expressing an interest in this position. It is an exciting time at The Reach Free School as we build upon the strengths identified in our 2015 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we move ever closer to our first set of GCSE results and move to our new permanent home.

Over the next six months construction will be completed on our new school, and we will move to these new premises at the heart of the community that we serve. Alongside this exciting development, we continue to ensure that our pupils are making excellent progress, putting them on course for excellent GCSE results this summer. Our fifth cohort of pupils joined us in September 2017, adding a further 120 pupils to our school community, and now is the time for us to add capacity to our collaborative, resourceful and innovative teaching team.

If you have the vision and passion to contribute to expanding our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher



The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.

All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 120 pupils in each year, The Reach Free School will remain a close-knit environment, even when full. This will ensure a strong sense of community within the school.

A Brand New Building - From September 2018 the school will be moving to its £18 million new home with modern first class facilities throughout.

Transition – Each of the four classes in Year 7 benefit from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and helps us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

New Technology – All pupils and teachers at The Reach Free School are encouraged to utilise the latest technology to learn and teach in innovative and creative ways.

School Dog – We are fortunate to have Scout, our school dog, with us every day. She supports pupils with their reading and is a friendly face for all pupils, staff, and visitors.





Expectations

At The Reach Free School we expect our Assistant Headteachers to:

- First and foremost have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about their subject area, and learning as a lifelong skill
- Be committed to securing the best outcomes for all pupils at the school
- Offer enrichment and extra-curricular experiences related to their subject area and beyond
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we offer Assistant Headteachers:

- The opportunity to be a part of a forward-thinking senior leadership team
- The accountability of whole school responsibilities
- The chance to work with Heads of Department and Subject Leaders to create an innovative, exciting and engaging curriculum
- Access to the latest technology to assist them in developing their teaching and learning
- Competitive salaries, based on skills and experience
- The opportunity to strategically shape the future of the school
- The chance to be part of a pioneering team, creating a fantastic school to serve its local community

The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. We have recently completed the design phase for our permanent site and have agreed terms to purchase the land. This will be a purpose-built, brand new school, designed to our exact specification.



Job description

Job Title: Assistant Headteacher – Head of Sixth Form
Reports to: Deputy Headteacher - Curriculum and Data
Salary Range: Academy Trust Leadership Scale, dependent on skills and experience (full time)

The Sixth Form at The Reach Free School

The Reach Free Sixth Form will open in September 2018 in a brand new state of the art building in Mill End, Rickmansworth. Building on the success of The Reach Free School, our Sixth Form will continue to promote the ACE ethos of Achievement, Community, and Enjoyment in the pursuit of academic excellence and the development of our students into knowledgeable, active citizens ready for their next step in education or employment.

Main Duties

The Head of Sixth Form at The Reach Free School will:

- Secure and enhance students' academic performance
- Ensure a high quality of pastoral care and student support in the Sixth Form
- Promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants
- Lead and manage the UCAS process
- Encourage students to contribute positively to the life of the Sixth Form and the wider life of the school
- Monitor and be accountable for Sixth Form attainment and effort grades
- Liaise with parents, staff and other agencies to support students
- Oversee all aspects of reference writing and the administration of the UCAS process including leading on results day/clearing in the summer holiday
- Review post-16 examination results in August and at other times during the year
- Lead and develop the use of Sixth Form data
- Ensure that the Senior Leadership Team and staff are advised regarding national developments with reference to University policies, careers and specific areas of Sixth Form curriculum
- Take responsibility for the Sixth Form prospectus, associated publications, and the Sixth Form area of the School website
- Deal with routine student absence, lateness and disciplinary matters
- Develop high quality work experience and service opportunities for all students

- Work with Year 11 tutors and students and to ensure the smooth transfer of students to the Sixth Form
- Organise and run the Sixth Form Open Evening for students and parents, guardians and carers and other events as appropriate
- Organise and run a Year 12 induction programme

Wider Responsibilities

All Assistant Headteachers at The Reach Free School will:

- Attend school meetings as appropriate
- Collaborate as a member of the Senior Leadership Team to develop the shared vision for the school
- Play a major role in determining future strategy for the School
- Provide the Governing Body with relevant and accurate information relating to their subject areas and pastoral house
- Support and participate in the work of The Reach Free School including undertaking some tasks off-site as agreed
- Contribute actively towards the formulation and consistent implementation of all school policies and procedures
- Agree to challenging subject targets, including pupil attainment targets, ensuring rigorous monitoring, evaluation and review of progress towards these
- Ensure high quality teaching and learning in line managed areas
- Contribute to the School's self evaluation process
- Be involved in the process of appointing new staff including the shortlisting and interview process
- Be actively on duty at break, lunch and before and after school
- Deliver whole school, house and year group assemblies
- Share in the management of pupil behaviour incidents, making recommendations to the Headteacher regarding exclusions and facilitating the process of pupil readmission
- Actively participate in the monitoring, evaluation and review of teaching and learning in line managed subject areas. Manage any capability or disciplinary procedures in line with the school policy, where appropriate
- Be a core part of the performance management review process, setting targets and reviewing progress
- Deliver extra-curricular activities
- Promote equal opportunities and celebrate diversity in all aspects of the School
- Play a full part in the life of the school community, to support its values and ethos, encouraging others to follow this example
- Comply with the School's Health and Safety policy and undertake risk assessments in line with national requirements where necessary
- Show a record of excellent attendance and punctuality
- Adhere to the school's non-negotiables, policies and procedures
- Teach classes in their specialist subject area and assist in the development of schemes of learning, resources and assessments
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- Contribute to the school's INSET programme
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Attend Governing Body meetings, as required
- Agree to an Enhanced DBS checking being carried out
- Be role models for professional practice in the school
- Be expected to mentor teachers in training
- Make a distinctive contribution compared with other teachers

- contribute effectively to the wider team.
- carry out other tasks commensurate with their position, as directed by their line manager or the Headteacher

Job context

The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

Review of duties

The specific duties attached to any leadership post are subject to annual review and may, after discussion with the Headteacher, be changed.

Salary

The Reach Free School operates its own payscale, which currently exceeds that of the Main and Leadership payscales used by other schools in the fringe area. Salaries will be awarded based on the experience, skills and suitability of the candidate.

Person specification

Assistant Headteacher – Head of Sixth Form

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Education to degree level • GCSE Maths and English (grade A*-C) or equivalent • Right to work in the UK • Qualified Teacher Status (QTS) • Evidence of relevant recent continuing professional development (CPD) 	<ul style="list-style-type: none"> • Master's Degree • National Professional Qualification for Senior Leadership (NPQSL) or equivalent • Qualifications/ interests relevant to extra-curricular activities
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of planning and delivering teacher training and/or mentoring/coaching • Experience of leading and managing teams • Experience of the collection, analysis, and use of data to inform the planning and delivery of teaching and learning • Outstanding subject knowledge • Knowledge and application of Assessment for Learning (AfL) 	<ul style="list-style-type: none"> • Proven success in raising achievement as a subject leader • Experience of a variety of schools and school environments • Ideas of how literacy and numeracy can be used across the curriculum to raise standards • Experience of using coaching as a model for ensuring ongoing professional development particularly with subject leaders

	<ul style="list-style-type: none"> • Recent experience of successful teaching, leading to high achievement for pupils of all abilities • Thorough knowledge of current subject requirements related to the National Curriculum and Examination requirements • Knowledge of the emerging trends and developments related to their subject and school leadership • Experience of presenting to a wide audience including teachers, managers, governors and parents, guardians and carers • Experience of embedding innovative strategies for improving teaching and learning in a whole school situation • Experience of managing and implementing change successfully at whole school level • Experience of managing challenging people and situations 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to effectively prioritise workload and manage demands on time • Ability to motivate, inspire and support all pupils to achieve and succeed • Ability to reflect and develop your practice for the benefits of all learners • Ability to work collaboratively • Ability to communicate with a wide range of audiences • Commitment to The Reach Free School's core values of achievement, community and enjoyment (ACE) • Confident use of technology 	<ul style="list-style-type: none"> • A desire to develop the use of technology in the classroom
Other qualities	<ul style="list-style-type: none"> • Awareness of health and safety requirements related to the role • A flexible approach to working patterns and expectations, understanding the evolving nature of the school and role • A desire to succeed in all aspects of the job • A commitment to the promotion of health, safety and safeguarding of children 	<ul style="list-style-type: none"> • The ability to teach other subjects

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Samantha Berman, Headteacher's PA, sberman@reachfree.co.uk.
- By post to: The Reach Free School,
Unit 3,
Wolsey Business Park,
Tolpits Lane,
Rickmansworth,
Hertfordshire,
WD18 9BL

Once your application has been received it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 224764 or via email at sberman@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & Confidential' for the Headteacher. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.