Assistant Headteacher: Teaching and Learning

L14 – L18
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1) Introduction

Barton Court Grammar School is a high performing co-educational selective school with high standards and high expectations of all staff and students. We believe in excellence for all and we are proud to be judged as an “outstanding” school by Ofsted in 2009. The School is a specialist school with Languages Specialist Status with all students study the English Baccalaureate at KS4.

We are very proud of our student achievements as shown in the recently published league tables placing Barton Court as the highest performing selective school in the Canterbury and Coastal area at both GCSE and Post-16.

Barton Court Grammar School is an innovative and forward thinking school with students in the Sixth Form studying either the International Baccalaureate or A levels. The School attracts many international students, Post-16, which supports our culture and ethos of developing responsible global citizens, with cultural and international awareness, who positively contribute to our School and the wider community.

We have an innovatory curriculum with all students studying a compressed KS3 and opting at the end of Year 8 for their GCSE courses. Students take the majority of their GCSEs at the end of Year 11. An individualised learning curriculum catering for the needs of learners is in place at KS4; allowing students to accelerate in areas of strength and interest and take more time in subjects that require consolidation.

The School is working towards accreditation as a “Thinking School”. We have placed thinking at the heart of our learning & teaching and we are developing a common visual language of Thinking Tools to enable our students to become independent, confident, thoughtful, life-long learners. We believe that thinking students will be successful in their learning and life beyond Barton Court. We are working with Exeter University towards accreditations as a Thinking School and this takes approximately three years to achieve.

We are also a strategic partner in the “New Horizons Teaching School Alliance” and as an outstanding, forward thinking, and innovative school we are expected to work in partnership to improve others schools as well as continuously improve our own.

The successful applicant will play a major strategic role in developing Teaching and Learning (and E-Learning) across the whole School; ensuring accreditation as a Thinking School and excellent standards and achievement for all.

This role also encompasses leadership of the school’s METAL programme (Monitoring and Evaluating Teaching and Learning); Teaching Schools, AfL and CPD.

We are looking to appoint a very experienced leader into our Senior Leadership Team to help us lead the School towards the next stage of its development and to maintain our “outstanding” status. A high level of commitment to our vision of academic excellence and high standards is required.

In the last two years we have renovated over 20 classrooms as part of our rolling programme of school improvement, creating a 21st Century learning environment with the latest technology, allowing us to deliver outstanding teaching and learning. We now have Interactive Whiteboards in every classroom and over 185 new computers across the school site for student use. We have a new Sixth Form Learning Resource Centre and we are developing our own Virtual Learning Environment (VLE) with student and parent portals for 24/7 learning and improved communication; both with launch dates in 2013.

Time has been well spent on developing opportunities for our students to take on leadership roles within the School, to not only improve their leadership skills and confidence, but allow students to
work in productive teams, take on more responsibility and work together for the benefit of each other, our School and local community.

Student Voice and the House events have developed further under this new student leadership structure ensuring that students feel listened to, valued and able to contribute to their school.

Beyond the curriculum, the School is becoming ever richer in opportunities available to develop well-rounded students. Students have recently been offered a ski trip and two very exciting opportunities: World Challenge type expeditions firstly an expedition to climb Kilimanjaro for charity and Operation Wallacia – an opportunity for students to experience Biology and Geography field work in the tropical rainforests and on coral reefs in Indonesia.

If you feel that Barton Court Grammar School is the school where you would like to further your career then we look forward to receiving your application.

Kirstin Cardus

Headteacher
2) Assistant Headteacher

We are seeking to appoint a senior leader to the post of Assistant Headteacher: Teaching and Learning to join a leadership group of Headteacher, two Deputy Headteachers and one other Assistant Headteacher from September 2013.

The successful candidate will:

- Be an experienced leader already contributing significantly to whole-school developments
- Be passionate about high standards and achievement and excellence for all
- Be passionate about teaching and learning
- Be an enthusiastic team player
- Be an excellent teacher

**Assistant Headteacher: Teaching and Learning**

The focus of responsibility for the post will be the strategic development of Teaching and Learning across the whole School in particular the development of “Thinking Schools” and “Teaching Schools” as well as all Staff Development and Training and the School’s “METAL” (Monitoring and Evaluating Teaching and Learning) Programme. The successful candidate will have the potential and desire to be active and influential across the whole leadership spectrum. As such it will provide a first rate preparation for those considering going on to Deputy Headship.

The successful candidate will:

- Have an intelligent grasp of raising standards and achievement through excellence in Teaching and Learning
- Have an intelligent grasp of raising standards and achievement through Staff Development and Training

The role is a fantastic opportunity to join a highly effective leadership team in a forward thinking school which benefits from excellent resources, good ICT facilities, a dynamic and friendly staff team and students who are able and enthusiastic. As Assistant Headteacher this post is key in ensuring the further developments of our school. We aim to ensure that the successful candidate will be central to all major strategic decisions and will be leading some of these, working with Governors, staff and students. Central to this role is the ability to be a secure link between the staff and the Headteacher and so be able to work with the Headteacher, in an honest and open forum, in advising on staff morale and enthusiasm.
3) Senior Leadership Team Structure

- **Deputy Headteacher**
  - Pastoral Care Yrs. 7 – 11, KS3, KS4, Child Protection, SENCO, PSHEE, SMSC, Healthy Schools, WRL

- **Assistant Headteacher**
  - Teaching and Learning
    - Thinking Schools, Teaching Schools, E-Learning, AfL, ITT, CPD, METAL, Enrichment Days, KS3

- **Deputy Headteacher**
  - Curriculum & Achievement, KS4
    - Gifted & Talented, Exams, Reports, Assessment, Data Analysis, Timetabling, Trips, Cover

- **Assistant Headteacher**
  - Sixth Form, KS5
    - IB Diploma Coordinator, IAG, International Status
4) Job Description Assistant Headteacher: Teaching and Learning

JOB DESCRIPTION
ASSISTANT HEADTEACHER:
TEACHING AND LEARNING (includes E-Learning), ITT, METAL & CPD; KS3 L14 – L18

Reports to: Headteacher

1(a) Key Purpose: With the Headteacher and Deputy Headteachers will:

(i) Share responsibility for school policies, decision-making and strategic planning;
(ii) Develop an ethos of high expectations of staff and students and an adaptable and positive approach to innovation;
(iii) Take full accountability for key areas of the school’s work, including KS3 achievement; raising the quality of teaching and learning, including E-Learning, Thinking Schools, Teaching Schools, METAL and CPD within the school.

1(b) The key focus of this post is to ensure the highest quality of teaching and learning provision, including E-Learning and Enrichment Days; ensure accreditation as a Thinking School; ensure the highest quality of achievement at KS3 and ensure quality CPD for all staff, by:

(i) Developing the leadership and management skills of curriculum leaders through a rigorous programme of CPD and the setting of challenging targets for improvement;
(ii) Developing the teaching and learning skills of all teachers through a rigorous programme of CPD and the setting of challenging targets for improvement;
(iii) Develop, lead and manage effective strategies to improve standards of teaching across all Key Stages;
(iv) To lead the school’s Thinking Schools programme
(v) To lead the school’s Teaching School’s partnership
(vi) To lead and manage the school’s METAL programme;
(vii) To lead and manage the school’s “Teaching and Learning” programme
(viii) To lead and monitor the schools AfL policy
(ix) Develop, lead and manage effective strategies to improve standards of teaching and learning by use of appropriate e-technologies across the school;
(x) Accountability for line management of designated curriculum subjects;
(xi) Develop, lead and manage effective strategies to improve standards of teaching and learning
(xii) Lead and manage the Associate Leader: Thinking School and the Lead Practitioners
(xiii) Providing leadership of Enrichment Days (Focus Days)
2. **Areas of Responsibility and Accountability**

(a) **Leadership and Management**

(i) Deputise for the Deputy Headteachers and share leadership at the most senior level;

(ii) Make significant contributions to meetings of the Senior Leadership Team, Extended Leadership Team, Pastoral Team and Curriculum Team;

(iii) Contribute to the day to day organisation of the school and ensure it functions efficiently and effectively;

(iv) Be a highly visible presence around the school and model expectations of staff and students;

(v) Take full accountability for targets relating to the performance of standards at KS3. (L6/L7+ in En/Ma/Sc, APS and ensuring 2 levels of progress in Eng/Math);

(vi) Take full accountability for the examination results of the designated curriculum subjects (line management)

(vii) Leadership of the school’s Teaching and Learning policy: its monitoring, review and evaluation;

(viii) Leadership of the Associate Leader and Lead Practitioners; monitoring, review and evaluation

(ix) Leadership of the school’s E-Learning Policy: its monitoring, review and evaluation;

(x) Leadership of the school’s ICT Strategy Team; monitoring, review and evaluation;

(xi) Leadership of the Enrichment Days: its monitoring, review and evaluation

(xii) Make a significant contribution to the Governors’ Monitoring Group meetings, including appropriate documentation;

(xiii) Make a significant contribution to the school’s self-evaluation process, including METAL, the SIP and SEF;

(xiv) To organise the annual school’s Carol Service at Canterbury Cathedral

(xv) Assume any other responsibilities as may reasonably be required by the Headteacher.

(b) **Student learning and achievement**

(i) Monitor the quality of teaching and learning and ensure the school’s Teaching and Learning policy is implemented consistently and effectively;

(ii) Monitor the quality of E-Learning and ensure the school’s E-Learning policy is implemented consistently and effectively;

(iii) Support the Leadership Team with the pastoral care of all students who are underachieving.

(iv) Contribution to the Governors Committees with respect to the T&L, E-Learning and CPD;

(c) **Staff Support and Challenge:**

(i) Lead and manage the work of designated curriculum subjects;
(ii) Lead and manage the work of the Associate Leader and Lead Practitioners
(iii) 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.
(iv) Responsible for the school's induction programme for new teaching staff.
(v) 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.
(vi) Lead and manage all performance coaching programmes and report on progress to the Headteacher.
(vii) Direct and support the work of the ICT Strategy Team so that they have an impact upon student learning;
(viii) Take responsibility for the development of ICT support staff;
(ix) With the Headteacher, ensure the effective implementation of the School's Performance Management Policy
(x) Direct and support the work of the SLT administrator;
(xi) As part of METAL undertake lesson observations, book trawls, student interviews, and use the outcomes to identify and promote “best practice”;
(xii) Remain positive at all times and lead staff by example.

(d) Learning Community

(xiii) Represent the school at Teaching and Learning, Thinking Schools, Teaching School or ITT as meetings as appropriate
(xiv) Represent the school at E-Learning meetings as appropriate
(xv) Attend relevant INSET CPD, Performance Management training/meetings

3(a) Teaching commitment

(i) To teach 23 hrs. per fortnight (46%)
5) Assistant Headteacher: Teaching and Learning

Person Specification

Qualifications and Experience

- Well qualified graduate with qualified teacher status
- Successful leadership and management of the delivery of leading edge, high quality education
- Relevant experience of Assistant Headteacher level in secondary education
- Experience of successful leadership and change management
- Evidence of continuing professional development including working towards or attainment of Leadership Pathways, NPQH or NPQSL

Knowledge, Skills and Abilities

- Excellent interpersonal skills
- Proven leadership, management and teaching skills
- Ability to identify and promote school improvement in creative and innovative ways
- Knowledge of current initiatives in education especially in terms of personalised learning and student progress
- Knowledge of current initiatives in education especially in terms of raising standards and achievement
- Ability to maintain a positive and supportive culture within Barton Court Grammar School
- Competent in the use of ICT

Personal Qualities

- Positive attitude to team building across the School and a team player
- High levels of motivation and energy
- Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance
- Be passionate about teaching and learning
- Be passionate about high standards and achievement and excellence for all
- Enthusiasm for student welfare, their success and happiness
- Be an excellent teacher

The successful candidate will have experience of leading whole school improvements and raising standards and achievement in one or more of the areas below:-

- whole school teaching and learning and e-learning
- curriculum developments and design in all key stages
- Specialist Status
- whole school pastoral care, support and guidance of a significant number of students
- whole school data analysis and target setting
- whole school assessment and reporting
- whole school CPD
- Gifted and Talented provision
- Community Cohesion and extended schools
6) Application Process

- Closing date for applications is Friday 10 May 2013 at midday
- Interviews will be held on Wednesday 15 May and/or Friday 17 May 2013

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should include how you meet the person specification and your skills and experience to date that make you an ideal candidate for this post. Please email to:

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Kirstin Cardus
Headteacher