



STONE LODGE
SCHOOL

**Assistant Head Teacher – with Responsibility for
Inclusion, Behaviour and Welfare at Stone Lodge
School**

L13 – L17



Contents

1. Introduction
2. Assistant Head Teacher - Inclusion, Behaviour and Welfare Post
3. Job Description: Assistant Head Teacher with Responsibility for Inclusion, Behaviour and Welfare
4. Person Specification
5. Application Process

1) Introduction

Endeavour MAT is a newly formed Trust (01.04.17), which currently comprises Wilmington Grammar School for Girls (WGSG), Wilmington Grammar School for Boys (WGSB) and is the Trust chosen to open the brand new Stone Lodge School in Dartford. I am pleased to say that the new school is already heavily oversubscribed for Year 7 in its opening year, September 2019. Endeavour has high ambitions for Stone Lodge to work across phases and Stone lodge allows us to have representation in both the selective and non-selective sectors.

We are committed to enhance the real world opportunities of all our students and consequently have developed close working relationships with sponsor organisations such as Laing O' Rourke, Aecom and Whitecode Design and Engineering Consultants Ltd and we continue to seek others. Our aim is to ensure that in addition to acquiring first class academic qualifications, students also graduate from our schools with the skill set and emotional resilience to succeed in all areas of their life.

WGSG is the lead school in the North West Kent Teaching School Alliance (NWK TSA) and has an outstanding reputation for the provision of continuous professional development, both for the Trust's staff and for other schools in the Teaching School Alliance. WGSB has Specialist Leaders in Education in maths and English who contribute to the work of NWK TSA.

This is an extraordinarily exciting time to be joining a forward thinking team and you will work under the guidance of Donna Lodge, Executive Head Teacher and National Leader in Education. For more information about the Trust and Stone Lodge School please visit www.endeavour-mat.co.uk, and www.stonelodgeschool.co.uk .

I look forward to meeting you.

A handwritten signature in black ink, appearing to read 'John Horgan', with a stylized flourish at the end.

John Horgan

Chair of Trustees

2) The Post

Stone Lodge School is seeking an Assistant Head Teacher to help in leading this brand new, co-educational community school from September 2019. There is surely no better time to impact on Stone Lodge School as it begins its lifecycle and the ideal candidate will be keen to grow a high performing school culture through exceptionally well led systems, structures and staff development for behaviour for learning, pastoral care and inclusion. The school will offer a broad and balanced curriculum with a particular focus on STEM subjects. We expect to join the two established selective partner schools within Endeavour MAT in securing an excellent track record with GCSE results, as new students move towards Key Stage 4.

Whilst the school will begin with just four forms in Y7, it will expand to an eight form entry school in future years, with plans to grow a 6th Form in partnership with Wilmington Grammar Joint 6th Form in our second or third year of operation. The school has proved to be very popular, with high numbers of applications for the inaugural Year 7 intake for September 2019.

The ideal candidates will be passionate about education and be able to evidence a history of high impact in pastoral care, behaviour for learning and inclusion, to support improved outcomes.

3)

Job Description Assistant Head Teacher



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JOB DESCRIPTION

ASSISTANT HEAD TEACHER WITH RESPONSIBILITY FOR INCLUSION, BEHAVIOUR AND WELFARE

Background

The Assistant Head Teacher Post has the strategic responsibility for Inclusion, Behaviour and Welfare. As an exceptional leader you will lead on inclusion, behaviour for learning and welfare of all students and oversee Safeguarding, Child Protection and the Prevent Strategy for the school. You will be expected to report on key metrics regarding attendance, conduct and be keen to drive up standards for specific student groups such as those with SEND and in receipt of Pupil Premium.

In addition to the strategic focus outlined above, your responsibilities will include contributing to: achieving the school's whole school priorities; ensuring outstanding teaching and learning takes place across the school; carrying out routine, rigorous and robust self-evaluation; ensuring classroom practice is always engaging and challenging; insisting that student behaviour is consistently well managed and that students are safe; and analysing performance data to inform improvement strategies.

This is a key role in the leadership of the school and one that would suit a highly motivated colleague with a proven track record of success in middle leadership.

Job Description-

| | |
|-----------------|--|
| Job Title | Assistant Head Teacher- with responsibility for Inclusion, Behaviour and Welfare |
| Salary | L13 – L17 |
| Responsible to: | Head Teacher |

Overall Job Purpose

To ensure student safety, wellbeing and behaviour is of the highest quality, leading staff to secure this culture through their exceptional care, professionalism and conduct. The post holder will have responsibility for ensuring an inclusive experience for disadvantaged student groups, so that high levels of progress are made and any achievement gaps narrow rapidly.

As a key member of the Senior Leadership Team, the appointee will play a key role in contributing to the school improvement plan, with a special emphasis on ensuring the quality of relationships amongst students and staff, and in turn high levels of engagement throughout the school.

Main Duties and Responsibilities

The specific nature and balance of the key tasks and responsibilities will vary according to the needs of the school and the strengths of the post holder.

In general, Assistant Head Teachers are expected to:

- Contribute to the internal organisation, management and control of the school
- Play a decisive and key role in determining the strategic direction of the school
- Deliver highly effective personal Teaching and Learning and develop staff to secure the same
- Lead and manage middle leaders
- Quality assure Departments
- Contribute to relationship building within the local community and especially across the Trust with partner schools
- Present to Governors, as required, on areas of specific responsibility
- Deputise, when necessary for the Head Teacher

4) Person Specification

| Area | Essential | Desirable | <i>Evidence by</i> |
|------------------------------|--|---|---|
| Education and Qualifications | Degree PGCE Evidence of personal CPD | SENCO Qualification or desire to obtain this Safeguarding Qualification or desire to obtain this NPQSL or evidence of willingness to carry out further study to similar level | <i>CV</i> |
| Experience and skills | Line Management Relevant high impact teaching Confidence with a wide range of applications relevant to T&L pedagogy Effective planning Successful in an aspect of pastoral and/or inclusion related strategic leadership | Budget management experience Mentoring/ Coaching experience Safeguarding experience | <i>CV and Interview</i> |
| Leadership Style | Adaptive leadership Ability to prioritise Proactive Enthusiastic Curriculum led, student centred Empirically creative (data driven) Facilitator | | <i>Lesson Observation Selection tasks Interview</i> |
| Special aptitudes | Provides clear direction and is able to inspire, motivate and enthuse others Strong written communication | Whole school experience | <i>Group exercise In tray</i> |

| | | | |
|------------------------|---|--|--------------------------------------|
| | <p>Confident public speaker</p> <p>Effective behaviour management</p> <p>Reliability and integrity</p> <p>Capacity to work hard, under pressure, to meet deadlines</p> <p>A good record of attendance during the last three years</p> <p>Adaptable and amenable with respect to working practices</p> <p>Ability to delegate</p> <p>Whole school view</p> | | |
| ICT skills | Understanding of ICT to support TL&A | | <i>Interview</i> |
| CPD self and others | Values own CPD and that of their team | Experience of designing CPD for a variety of staff | <i>Selection tasks Interview</i> |
| Personality | <p>Outgoing, positive, proactive</p> <p>Sense of humour</p> <p>Energy and passion for improving the life chances of students</p> | | <i>Interview</i> |
| Perspective | <p>Whole school</p> <p>Whole student</p> <p>A commitment to inclusive education</p> | | <i>Interview CV</i> |
| Personal circumstances | <p>Potential for further development/promotion</p> <p>Commit to at least 2-3 years</p> | | <i>Interview</i> |

5) Application Process

- Closing date for applications is 4th February 2019
- Interviews will be held in the week commencing 11th February 2019

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 which makes you an ideal candidate for this post. Please email to:

Miss G Wellcoat
Endeavour MAT
Wilmington Grange
Parsons Lane
Wilmington
Kent
DA2 7BB

gwellcoat@endeavour-mat.co.uk

If you wish to visit Endeavour MAT and meet the Head Teacher of Stone Lodge prior to application, please call Miss Wellcoat for an appointment on 01322 226351 ext 238

Gavin Barnett
Head Teacher, Stone Lodge School