

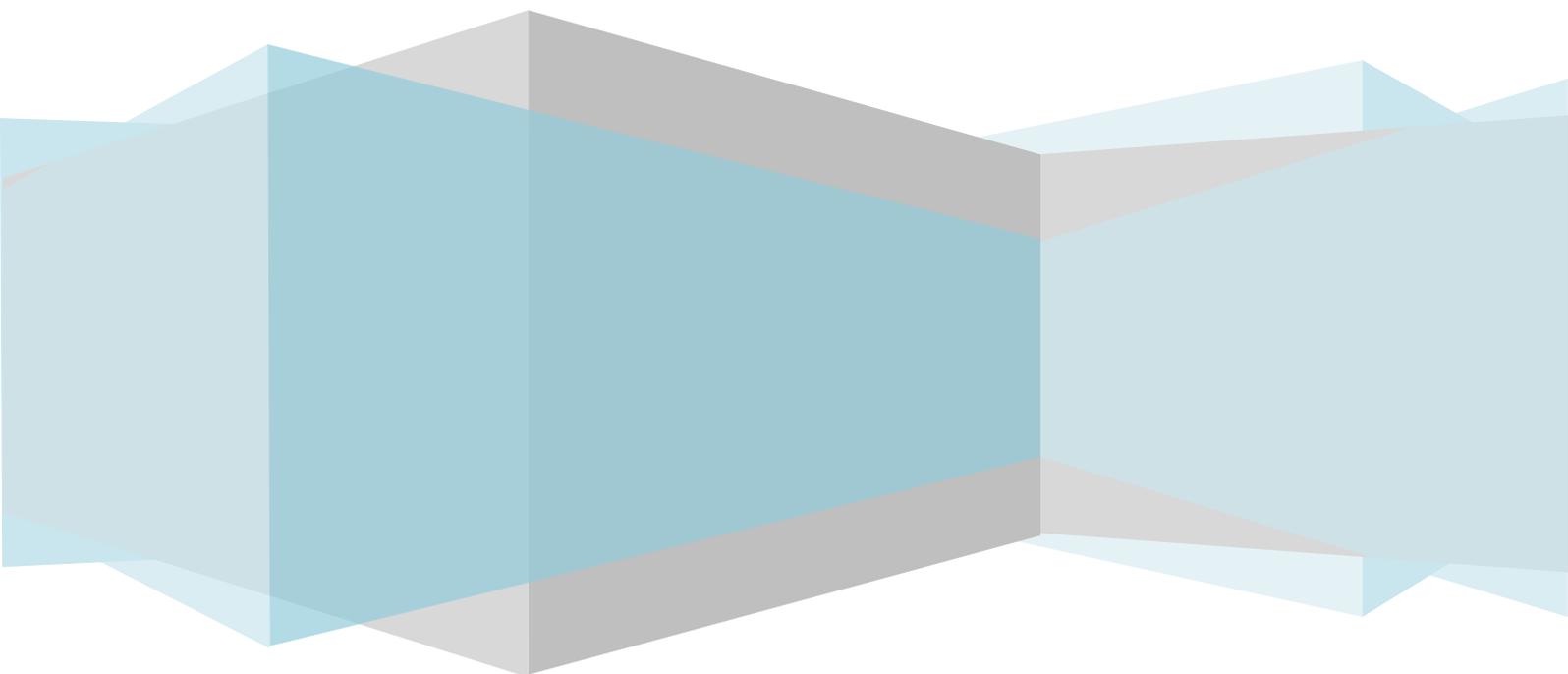
Rye College, Part of Aquinas

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

Assistant Headteacher: STEM

For September 2019





# Assistant Headteacher

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## With oversight of Science, Technology, Engineering and Maths (STEM)

Rye College is at an exciting point in its growth. Having recently joined the Aquinas trust and begun a £4 million redevelopment of buildings, we are now looking to further expand our leadership team to continue our rapid transformation into a leading education provider on the south coast.

**If you are excited about leadership and learning – be excited about us. Be the difference!**

We are seeking to appoint an inspirational, innovative and dynamic leader to join our highly-motivated leadership team. This assistant headship has a particular focus on the development of high quality STEM provision through the growth of effective subject teams, targeted training programmes and rigorous accountability at all levels. We are driven by a pursuit of high academic standards regardless of start points or background, and a desire for all students to experience an exceptional education. We want every child to grow and flourish in our care.

Our ideal candidate will:

- Be an experienced or aspirational leader excited by transformational change;
- Have a high level of intellect, relentless optimism and common sense;
- Be exemplary and inspiring in their teaching;
- Have a proven track record of inspiring and motivating young people;
- Be a strategic planner who is able to evaluate progress and outcomes;
- Be an inspiring leader who will support, challenge and enthuse colleagues effectively; and,
- Be a dedicated practitioner committed to student progress and continual improvement.

In addition to the job description, our ideal candidate will:

- Be a champion of STEM learning– advocating for the inclusion and achievement of all;
- Develop a STEM curriculum offer so all students can access high-quality experiences;
- Widen effective teaching, learning and assessment practices to all STEM classrooms;
- Improve outcomes for all groups on our science, technology, engineering and maths courses;
- Provide STEM related information, advice and guidance alongside enrichment opportunities;
- Create an excitement and engagement with STEM subjects for students and their families;
- Secure sustainability with a forward-thinking approach to recruitment and retention;
- Grow ambition so our courses feed into next stage employers and local education providers.

In return, we offer:

- A unique opportunity to lead transformational school improvement;
- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A college in which the students are enthusiastic, engaging and thoughtful.



## The Application Process and Timetable

### Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **9am, Friday, 15<sup>th</sup> March 2019**

### Opening Mornings

There are scheduled open mornings for candidates or you are welcome to visit out of hours by arrangement with [Sally.Hill@ryeacademytrust.org](mailto:Sally.Hill@ryeacademytrust.org) (Headteacher's Personal Assistant).

- Open morning: **10am, Thursday, 7<sup>th</sup> March 2019**

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### Interviews

Candidates will be invited for interview.

- Interviews: **Wednesday, 20<sup>th</sup> March 2019**

### Appointment

All candidates will be contacted following interview.

- Appointment to commence: **1<sup>st</sup> September 2019**

### Applying

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [Sally.Hill@ryeacademytrust.org](mailto:Sally.Hill@ryeacademytrust.org). Alternatively, submit your application to **Head of College, Rye College, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

**Rye Community Primary School is committed to safeguarding the welfare of our children and young people. We expect all colleagues and volunteers to share this commitment. Successful applicants will be required to undertake a DBS enhanced clearance. As an employee of Aquinas, you are required to have regard to the character and foundation of the trust and to not undertake anything in any way contrary to the interests of the foundation.**



March 2019

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change to improve the standard of education and facilities at Rye College – ideal for ambitious and talented leaders to truly make a difference. At present we are focused on instilling a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths and science with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

Working with Aquinas, we offer colleagues the opportunity to advance within a supportive working environment alongside a structured programme of continuing professional development. We are focused on recognising talent and nurturing exceptional future leaders. Whether you access our 'AquinasLead' course, the dedicated 'PrADAH' course (Preparation for Aspiring Deputy and Assistant Headteachers) or one of the formal NPQSL or NPQH qualification routes, there is something for everyone in our five-year career structure.

We are looking to recruit experienced leaders or those new to assistant headship. Central to our work is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes  
Head of College



## Job Description

### Details

<b>Remit:</b>	<b>Assistant Headteacher: STEM</b>
<b>Salary:</b>	<b>Leadership Range L8 – L18 (£47,501 to £60,755 per annum)</b>
<b>Accountable to:</b>	<b>Head of College/Deputy Headteacher</b>

### The College

Our mission is to 'create bright futures for all'. With this in mind, we work hard to ensure that every child is happy and well supported on their educational journey with us. We want every child to grow and flourish in our care.

Our college is set in the attractive heart of 1066 country and is a place where students feel safe and have space to learn. We pride ourselves on being a close knit community where students are known as individuals and where their talents are nurtured.

We are part of a family of schools that serve the young people of Rye from two to sixteen years of age, truly making us a 'local community college'. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Since November 2018, Rye College has been part of Aquinas - an educational trust of eleven schools in the south-east; we believe our students will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting students in realising their potential and going on to lead fruitful and productive lives.

### The Post

The post arises due to a purposeful expansion of our modest leadership team and a refinement of roles amongst existing senior leaders. Our college faces a number of challenges and a strong leadership team is required to support colleagues in driving forward the necessary improvement required to be recognised as a 'good' school. There are many opportunities to work with colleagues across the college, to improve teaching, learning, assessment and outcomes, to secure quality assurance processes, and build collegiate approaches to student provision.

The leadership team passionately believes in school improvement driven through quality first teaching and the development of an inclusive 'universal offer' underpinned by strong behaviour management. Leaders are increasingly held to account for ensuring that teaching, learning and assessment deliver success for all children, regardless of background or start point – we are particularly focused on the disadvantaged, high attainers, students with SEND and those below national expectations at the start of Year 7.



Some responsibilities within the role will reflect the successful candidate's skill, expertise and subject knowledge. There will be a typical teaching allocation of 50% attached to the post.

## The Role

This is an important and demanding leadership role, of crucial importance to continued and sustainable improvement in the quality of the education we offer to all our students. The new Assistant Headteacher will be passionate about the development of quality-first teaching that enables colleagues to deliver an exceptional education to all students. This role will be critical in securing raised standards through a broad and balanced curriculum with an academic core which values the place of the arts. An able communicator, with a positive, encouraging and collaborative style, they will have excellent negotiation and advocacy skills, and the ability to represent the college in a professional capacity at all levels.

The new Assistant Headteacher will succeed by demonstrating strong leadership towards all aspects of their role and by being able to share our vision clearly with all stakeholders including families, local authority and external consultants. The college is proud of its reputation for being a caring and friendly community and the tone for this is set and maintained by the close relationship of the senior leadership team. The successful candidate will be an approachable person and active in encouraging and supporting colleagues and students through monitoring first-hand the quality of outcomes across the college. They will have the capacity to appraise and line-manage experienced middle leaders responsible for standards, progress and curriculum delivery to all groups of students.

The new senior leader will need to be highly visible with a strong presence around the college, particularly on special occasions such as concerts, celebration events and performances. Furthermore, the successful candidate will be interested in and engaged fully in college-life including the extra-curricular programme.

## Key Responsibilities

An Assistant Headteacher is required to:

- Support and uphold the ethos of Rye College, a community-based school within Aquinas;
- Share with the Senior Leadership Team overall responsibility for:
  - students;
  - colleagues;
  - the quality of teaching, learning and assessment;
  - the day-to-day running of the college;
  - the community and external relations;
- Support the headteacher in delivering high quality leadership within the college and across the trust;
- Undertake any professional duties that may be delegated by the headteacher.

Specific responsibilities for this post include the following:

- Appraisal and line management of middle leaders, teachers and associates;
- Leadership of improvement initiatives directly impacting on the attainment and progress of students;
- Leadership (often through others) of aspects of the taught and the wider curriculum experience;
- Keeping children safe in education;
- Specific whole college responsibility for a number of key areas to be shaped following appointment.





## Person Specification

### Assistant Headteacher

[a] TRAINING AND QUALIFICATIONS	Essential or Desirable
Qualified teacher status	E
Degree or equivalent	E
Evidence of training in preparation for Senior Leadership	E
Evidence of commitment to Professional Development	E

b] EXPERIENCE OF TEACHING AND EDUCATIONAL MANAGEMENT	Essential or Desirable
Level of management experience:  Experience of Senior Leadership or Middle Leadership including roles such as Faculty Leader, Curriculum Leader or Quality Leader etc.	E
Specific aspects of leadership and management.  Experience in one or more of the following: <ul style="list-style-type: none"> <li>• Curriculum development;</li> <li>• Improvement planning;</li> <li>• Quality assurance;</li> <li>• Subject, course or qualification leadership;</li> <li>• Whole college strategies.</li> </ul>	E
Teaching experience: <ul style="list-style-type: none"> <li>• As a highly effective classroom teacher.</li> </ul>	E



<b>[c] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	<b>Essential or Desirable</b>
<b>Applications should be able to demonstrate a knowledge and understanding of the following areas:</b>	
The leadership of colleagues in an inclusive college context	E
Working with other senior leaders in order to create and secure commitment to a clear vision	D
Current educational issues, including national policies, priorities and legislation	E
The process of strategic planning	E
The principles and practices of effective self-evaluation	E
The principles of effective teaching, learning and assessment	E
The effective management of others	E
Strategies to promote and sustain individual and team development	E
Strategies for developing and strengthening the college's links with the community, and other external partners	D

<b>[d] PERSONAL AND PROFESSIONAL CHARACTER AND ATTRIBUTES</b>	<b>Essential or Desirable</b>
Inspire, challenge, motivate colleagues and students towards a shared vision	E
Develop effective teamwork	E
Promote and maintain effective relationships	E
Prioritise, plan and organise self and others	E
Think creatively in order to anticipate and solve problems	E
Listen to and reflect on feedback	E
Demonstrate an ability to communicate to a range of audiences	E
Willing to be flexible to meet the needs of the college	E
A willingness to lead assemblies and collective worship	E
Personal motivation and aspiration for continued career development	E
Personal energy and resilience in the face of challenge	E



## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<b>X</b>
Working with children/vulnerable adults	<b>X</b>
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	