



**OLDFIELD
SCHOOL**



ASSISTANT HEADTEACHER APPLICATION PACK

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Dear Candidate,

Thank you for your interest in the post of Assistant Headteacher at Oldfield School. This is a new role at the school and has been introduced in order to increase capacity to support the progress of disadvantaged students at the school. You will be working closely with our new headteacher, Andy Greenhough, to lead the continuous improvement of the school.

The key characteristics we require are the skills and experience to lead and manage change and to work as part of a larger team in driving school improvement.

The enclosed application pack includes the following:

- the aims and values of the school;
- background information about the school;
- the assistant headteacher job description and person specification;
- current SLT roles and responsibilities and the management and leadership structures of the school.



The latest Ofsted Report (January 2020), the school prospectus and other information regarding the ethos, management and operation of the school can be found on the school website.

I look forward to receiving your application

Steven Mackay

Headteacher

Aims and Values

To Inspire


To Learn

To Succeed

Our ethos has always been the same: to provide an exceptional education.

We provide an environment that challenges all students and fosters ambition.

Our students have respect for themselves, each other and their school and are well prepared to face the world as compassionate, confident, resilient young people.



We are very impressed with the 'we're all on the same side' attitude that is so evident throughout the school. While many schools claim to be 'inclusive', this school truly is... of everyone

Parent Year 7 student

HOW TO APPLY

Applications should be made by completing the school's application form via either Eteach or TES outlining within it in no more than 2 sides of A4 why you think you have the experience and skills to be successful in this role.

The application documents can also be found on our website and applications by email to recruitment@oldfieldschool.com are welcome. The closing date for this post is 11.59 pm on Tuesday 2nd May 2023. Selection will take place over two days of interviews and tasks on Thursday 11th and Friday 12th May 2023.

We welcome applications regardless of age, disability, gender, ethnicity or religion. Our school is also committed to the protection and safety of its students. The successful applicant will be required to undertake an enhanced DBS check.

Unfortunately, due to the high response rate that we receive for posts such as these, we are unable to offer feedback on individual applications which are not shortlisted for interview.

Nature of the school and location

Oldfield School is a successful, high attaining 11-18 mixed comprehensive with 1247 students located in the historic city of Bath. The school campus is on the outskirts of the north-west of the city and we benefit from a large, semi-rural setting with excellent transport links for students and staff. The school has an attractive, open and dispersed site. A notable feature is the location of teaching rooms and our sixth form in Penn House, this is an 18th century Georgian manor house.

Our school has an excellent reputation locally and in the wider community for academic achievement and the quality of its pastoral care and support. The school has an ability profile which is in line with the national average, with a comprehensive intake which reflects the diversity of the local community. The most recent Ofsted inspection was in January 2020, when the school was judged to be good in all areas. A feature of the inspection report was the inclusive nature of the school and the sense of community felt by staff and students. Inspectors commented that staff were overwhelmingly positive about the support that they receive from leaders and on how friendly and welcoming the school is for staff.

Oldfield is a school where staff development is an essential feature. The teaching and support staff at the school are an excellent team who work well together to provide opportunities for students to achieve or exceed their potential. The needs of our students are paramount and this is recognised by all staff, who have a common view that only the best is good enough. We have a commitment to sharing good practice in developing leaders, teachers and support staff.

The school has a successful and popular sixth form of 159 students. We offer a wide range of A Level courses and opportunities for our sixth form students and all faculties offer A Level courses. A Level classes are relatively small, which provides a personalised learning experience for our students.

Curriculum

The curriculum for Key Stage 3 follows the National Curriculum. Students study either Spanish or French throughout Key Stage 3 with the more able studying both languages. A wide range of courses additional to the core subjects are offered at Key Stage 4. Students are encouraged to study humanities and languages and the great majority do so. There is setting in ability groups in Key Stage 3 and Key Stage 4 where appropriate. Almost all Key Stage 4 examination entries are GCSEs, Year 10 and 11 students typically study 9 or 10 GCSEs. Subjects are organized in six learning areas with the leaders of learning line-managed by SLT.

Pastoral Care

Students remain in the same tutor group throughout their school career. The Heads of Year are responsible for the pastoral care of around 200-224 students from Years 7 to 11. The pastoral leaders are supported and line managed by a member of SLT. We also have a House System to encourage a sense of community. The four houses are led by a Head of House and there are regular interhouse competitions and fund raising events.

Resources and Accommodation

The provision of high quality resources is a priority for the school. There are specialist teaching rooms for all subjects and most teachers have their own teaching room. ICT facilities are excellent with specialist ICT teaching rooms as well as comprehensive ICT facilities in many general teaching rooms. The school is very well maintained, ensuring that learning spaces of the highest possible standard is a priority.

Oldfield School is a fantastic place in which to work. Students are keen and helpful and staff are enthusiastic and dedicated to bringing about the highest quality learning outcomes for our students.



Oldfield really is an amazing school, fabulous teaching, the extra miles you all go to, the fantastic extra curricular activities, brilliant communication. I could go on and on and on.

Parent Year 13 student

Key Information

Status	Single Academy Trust
Last Ofsted	January 2020
Ofsted Judgement	Good
Forms of entry	8
Type of school:	Coeducational and inclusive
Age Range	11-18
Number of Students on Roll	1247
Number of Students in Sixth Form	159
Number of Students with EHCPs	48
Percentage of EAL Students	5%
Percentage of FSM Students	18%
Percentage of Pupil Premium Students	24%
School Website	http://www.oldfieldschool.com/



Keep being brilliant! I'm truly sad that being a part of Oldfield has come to the end for us.

Parent Year 13 student

Job Description and Person Specification

Position:	Assistant Headteacher
Responsible To:	Headteacher
Grade:	L12 to L16
Disclosure Level:	Enhanced DBS

Job Description

To work closely with the Headteacher and Deputy Headteacher to lead the continuous improvement of Oldfield school.

Core purpose of the post:

- Undertaking responsibilities as a member of the Senior Leadership Team (SLT) of the school.
- To raise awareness of Pupil Premium students and build on the practice in the school.
- To support and implement Literacy across the school to support the progress of disadvantaged students.
- To assist with the development of teaching and learning by working closely with the Headteacher and Deputy Headteacher, with particular emphasis on supporting disadvantaged learners.
- To lead and focus on the mental health and development of young people and coordinate whole school initiatives in this area.
- To line manage curriculum areas.
- To play a central role in the SLT.

Additional responsibilities will be discussed at interview and will be allocated in line with the experience of the successful candidate.

Responsibilities as a member of the Senior Leadership Team

To promote the vision and aims of Oldfield School.

To provide leadership and management to secure:

- improvement in achievement and attainment for all students;
- raising of aspirations and standards of learning and teaching;
- high quality provision of all services;
- effective strategic direction, leadership and management at all levels;

- effective deployment of resources;
- a safe and healthy environment for members of the school community;
- outstanding levels of conduct and behaviour for learning.

To directly assist the headteacher with:

- determining, planning and implementing the direction of whole school issues;
- meeting student and staff needs on a day-to-day basis;
- the supervision and managing of student behaviour (conduct and behaviour for learning) around school at all times;
- being a presence around school; a role model to all.

Generic expectations of all members of the senior leadership team:

- act with professional integrity at all times;
- dress in formal and smart business attire;
- notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work;
- identify and improve those areas relevant to your role which are identified in the SEF and SIP;
- maintain school policies and procedures relevant to your area and update whenever required;
- be present where required at meetings, performances and other functions / events;
- where requested to do so, attend stakeholder and governing body meetings to inform members of issues related to your role;
- undertake a proactive part in:
 - those activities that are part of the self-evaluation of the school;
 - being a presence around school;
 - appraisal, performance and line management systems;
 - student voice.
- set an example in undertaking a regular commitment to duties and the assembly rota;
- work as part of a team, submitting draft proposals and documents for further development by the senior leadership team, and accepting and supporting final senior leadership team decisions;
- with regard to leadership team meetings;
 - all members are expected to be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the headteacher;
 - all members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the headteacher. A consistent message should be given to staff and students at all times;
 - when requested to do so by the headteacher prepare and present reports on progress / issues related to areas of accountability and responsibility;
- at all times work as one team with the staff;
- annually complete two day's SLT planning in holiday time (dates set by headteacher);
- undertake specific tasks reasonably delegated by the headteacher from time to time.

Duties and responsibilities attached to this post are as follows:

Leadership & Management

1. Share leadership at the most senior level;
2. Make significant contributions to meetings of the Senior Leadership Team, and Extended Leadership Team;
3. Line manage the Literacy Coordinator;
4. Contribute to the day to day organisation of the school and ensure it functions efficiently and effectively;
5. Participate in the recruitment and deployment of teaching and support staff;
6. Be a highly visible presence around the school and model expectations of staff and students;
7. Line management of subject areas.

Pupil Premium

1. To oversee the maintenance of the register of students in receipt of pupil premium.
2. To develop the delivery of the Pupil Premium 'offer' which seeks to close the attainment gap for students eligible for Pupil Premium Grant (PPG) whilst raising attainment for all students.
3. To generate a tailored offer to meet individual needs informed by student, staff and parental input.
4. To uphold and continually demonstrate the vision and ethos that through personalised intervention and enrichment provision, every student will be given every opportunity to fulfil his/her potential.
5. To meet regularly with the Business Manager to discuss the PPG budget provision, monitor spending and make decisions regarding expenditure to support the attainment and progress of PPG students.
6. To work with key staff within the English and mathematics learning areas to map the provision and impact of 1:1 tuition for PPG students.
7. To monitor and evaluate with relevant staff the outcomes of tailored subject programmes as outlined in the PPG Raising Achievement Plans for individual PPG students.
8. To generate, monitor and evaluate the progress of PP students on a termly basis, reviewing the impact of support received through effective personalised provision.
9. To maintain an up-to-date PP report that is published on the school's website.

Teaching commitment

1. To teach up to 18 hours per timetable cycle.

General

1. To actively support the vision, ethos and policies of the school;
2. To promote and safeguard the welfare of children you come into contact with;
3. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Person Specification

The following person specification outlines the key skills and experience required for this position.

The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.

The Assistant Headteacher will be an energetic, innovative, outstanding teacher with excellent leadership skills. They will have the following competencies:

Essential / Desirable (D)

Qualifications

- Good Honours degree
- Qualified Teacher Status

- Evidence of wider, recent and relevant professional development related to whole school leadership issues
- Evidence of continuing professional development including working towards or attainment of Leadership Pathways, NPQH or NPQSL (D)

Experience

- Successful leadership and management of the delivery of leading edge, high quality education
- Experience of successful leadership and change management
- Leading significant and sustainable improvement (e.g. across a subject or whole school area)
- Outstanding teaching practice
- Securing high achievement of students
- Proven leadership, management and teaching skills
- High level of engagement in own professional development
- Relevant experience of Assistant Headteacher level in secondary education (D)
- Working in a range of educational settings (D)

Knows about:

- Strategic planning processes
- Strategies for communication both within and beyond the school
- Leading change
- Strategies for raising achievement and achieving excellence
- Principles of effective teaching and assessment for learning
- Strategies for ensuring inclusion, diversity and access
- Strategies for developing effective teachers
- The relationship between managing performance, CPD and sustained school improvement
- The principles and practice of monitoring, evaluation and review
- The work of other agencies and opportunities for collaboration
- 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

Able to:

- Think strategically, build and communicate a coherent vision
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the school
- Demonstrate the principles and practice of effective teaching and learning
- Access, analyse and interpret data
- Develop relevant strategies for performance improvement

- Acknowledge excellence and challenge poor performance across the school
- Develop, empower and sustain individuals and teams
- Lead, coordinate, delegate and empower
- Collaborate and network with others within and beyond the school
- Establish and sustain appropriate structures and systems
- Manage the school efficiently and effectively on a day-to-day basis
- Delegate management tasks and monitor their implementation
- Prioritise, plan and organise themselves and others
- Think creatively to anticipate and solve problems
- Collect and use data to understand the strengths and weaknesses of the school
- Identify and promote school improvement in creative and innovative ways
- Excellent interpersonal skills
- Maintain a positive and supportive culture within Oldfield School
- Proficiently use ICT in the analysis of data

Committed to:

- A collaborative school vision of excellence and equity that sets high standards for every student
- The setting and achieving of ambitious, challenging goals and targets
- Evaluating practice and embedding a process of continuous improvement
- Inclusion and the ability and right of all to be the best they can be
- The raising standards for all in the pursuit of excellence
- The continuing learning of all members of the school community
- Evidence of a commitment to your own professional development
- Distributed leadership and management
- The sustaining of personal motivation and that of all staff
- The developing and sustaining of a safe, secure and healthy school environment
- Collaborating with others in order to strengthen the school's organisational capacity and contribute to the development of capacity in other schools
- Individual, team and whole-school accountability for student performance
- Effective team work within the school and with external partners
- Involvement of parents and the community in supporting the learning of children and in defining and realising the school's vision
- Being a high profile presence in and around the school
- Supporting the full life of the school
- Professional dress and appearance

Personal Qualities

- High levels of motivation and energy, ambitious and upbeat
- Calm under pressure with a good sense of humour
- Flexible and collaborative with a 'can do' attitude



- 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



Current Senior Leadership Responsibilities

	Headteacher	Deputy Headteacher Achievement	Deputy Headteacher Pastoral	Assistant Headteacher Pastoral	Assistant Headteacher Teaching and Learning	Assistant Headteacher Inclusion	Assistant Headteacher Sixth Form	Business Manager
Responsible for:	Overall strategy and vision for improvement / SIP Monitoring effectiveness of provision / SEF Whole school external accountability SLT roles and responsibilities Finance Governance Policies Curriculum design and staffing Local and wider community representation Union relations Exclusions Prospectus PR and Marketing OSA	Raising Achievement Lead Curriculum Reporting Data Student targets Year 9 options Timetable Activities week IT network & curriculum Duties	Pastoral Quality Assurance Behaviour for Learning Sanctions Attendance Alternative Provision BASE Managed Moves	Pupil Premium More able Rewards Student voice Prefects House System Extra-curricular	T & L Quality Assurance CPD Staff Induction ECTs & ITT Trips and Visits Cover Calendar	Safeguarding SEND Student wellbeing HERS / Mental Health Anti-bullying PSHE Year 7 transition / primary liaison Designated teacher for LAC Staff wellbeing	Sixth Form Careers, WEX & WRL UCAS Exams	Finance Facilities and Site Personnel and HR Administration SCR Health and Safety
Line Management	SLT Business Manager Head's PA Marketing and Events	Leaders of Learning Data Manager IT Manager Digital Learning Coordinator	Heads of Year 7-11 AP Manager Assistant Heads of Year Curriculum Access Team Education Welfare Officers	Heads of House Sustainably Coordinator	Training Manager (ITT/ ECT). Cover Supervisors	SENCO Pastoral Support Officer Medical Officer	Head of Year 12 Sixth Form PA Careers Advisor Pastoral Support Officer	Site Team School Office Finance Office HR Clerk
Policies	See policy schedule	See policy schedule	See policy schedule	See policy schedule	See policy schedule	See policy schedule	See policy schedule	See policy schedule
Curriculum link		English/Maths/Science/ MFL/PE			Humanities/ Creatives		Social Sciences	
Pastoral link			Y7-11				Years 12 & 13	
Events	Year 7 BBQ Primary School Link events	Information evenings Options evening Activities Week	Year 11 events	Celebration Evenings Oldfest	Open Evening / Days	Year 6 -7 transition events	Sixth Form Open Evening Careers Fair	
Governance	FGB CC PSW FA	FGB CC	FGB PSW	PSW	CC	PSW	CC	FA PSW
Budget/s	Whole School		AP /Attendance	Pupil Premium / MABLE/ Rewards	CPD Trips and Visits	Inclusion	Post 16 Bursary	Site and facilities SLA/C contracts