



Stoke Newington School
& Sixth Form



Job Pack
Assistant Headteacher
Head of Upper School
September 2022

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging'



Dear Applicant,

Thank you for your interest in the role of Assistant Headteacher - Head of Upper School at Stoke Newington School & Sixth Form.

This is an exciting time to be working with us. We have an oversubscribed 11-19 school with a diverse and enthusiastic student body and a highly skilled staff team who will welcome you and work with you in raising achievement for all our students. Our students past and present are strong evidence of our success. We are proud of their academic progress, sporting achievements, musical performances, drama productions and many have successfully achieved places at Russell Group universities, leading Art schools and high-quality apprenticeships.

Our year-on-year improvement at GCSE and A Level reflects our strong commitment to continually evolve and deliver on our pledge to provide a great education for all. Our recent OFSTED (2017) highlighted *“the Sixth Form as a particular area of strength, with students making significantly better than average progress year on year since the previous inspection, particularly in the academic subjects that form the vast majority of those on offer. Leaders are rightly proud of the success that students enjoy in the Sixth Form.”*

We wish to appoint someone who shares our vision and values and is highly motivated to work with colleagues to build on our achievements to date, always pursuing professional excellence and committed to providing the highest standards of teaching for all young people within our care.

Within this pack, you will find information on how to apply, together with the dates for the various stages of the selection process. Please ensure that you respond as requested, as we have designed the process to make our review of all the evidence straightforward and time efficient. Candidates who are long and shortlisted will receive more information in order to help them prepare for the interview stage.

If all of the above interests, you and reflects your own professional ambition then we would be delighted to receive your application.

Contacting us

The closing date is **Monday 16th May 2022 midday**. Interviews will be held **Wednesday 18th May 2022** and **Thursday 19th May 2022**. If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384>.

Best Wishes

Zehra Jaffer

Headteacher

Job advertisement

Assistant Headteacher- Head of Upper School L16-L19 (Depending on experience)

Stoke Newington School and Sixth Form are looking to appoint an innovative leader to join our talented senior leadership meeting as Assistant Headteacher- Head of Upper School. We are a vibrant, diverse and inclusive school at the heart of our local community in North Hackney. We strive to provide an inspirational learning journey for every student. We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a highly skilled staff body who are passionate about achieving the very best for all students.

This is an exciting opportunity for a dynamic and exceptionally skilled candidate who has an excellent understanding of the current educational landscape as we move to a new era and build on our compassionate and ambitious response to the pandemic, together with the personal values which resonate with the School's mission to become a become of great practice with regards to equity, diversity and inclusion.

Contacting us

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384> alternatively you can download an application pack from our website www.sns.hackney.sch.uk/jobs . Please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk .

The closing date for receipt of applications is **midday Monday 16th May 2022**. Interviews will take place on **Wednesday 18th and Thursday 19th May 2022**.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

As employers we are committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.

Stoke Newington School & 6th Form

Clissold Road

London

N16 9EX

Tel: 020 7241 9600



Job Description

Post Title: Assistant Headteacher - Head of Upper School - Years 9,10 and 11

Grade: Leadership 16-19

Responsible to: Deputy Headteacher (Pastoral)

Line manage: Deputy Head of School, Heads of Year

Purpose of the Post;

- To co-ordinate a successful transition for Year 8 students into KS4 and Year 11 students to Sixth Form, either at Stoke Newington School or elsewhere.
- To provide high quality leadership to the Upper School pastoral team
- To ensure high quality outcomes for all students through effective tracking of data and collaboration with stakeholders, including Head of Lower School and Head of Sixth Form

Leadership and Management

- To promote the School culture of high expectations for all students
- To focus on improving outcomes for all students, but especially for disadvantaged students
- To be a visible presence to support staff, students, parents and the local community as required.
- To conduct performance management of key staff and support staff development.
- To perform other duties determined in discussion with the Deputy Headteacher(Pastoral).
- To contribute and lead on whole school self-evaluation strategies.
- To lead on teaching strategies to support outstanding learning outcomes

Accountability

- To advise and report to Deputy Headteacher(Pastoral) as required.
- To develop relationships between the School and its local community
- To contribute to the process and completion of self-evaluation form and school improvement plan.

Strategic management

- To work with the Senior Leadership Team to secure the strategic vision for the school.
- To plan and deliver school policy.

Teaching & Learning

Delivering high quality experiences and excellent outcomes for all students throughout Key Stage Four. This will involve ensuring excellence in:

- a) The creation of a cohesive vision and sense of purpose for the Upper School, rooted in appropriate KS4 option choices and culminating in successful outcomes in Year 11, with performance measured in terms of attainment, behaviour and pastoral outcomes.
- b) Student wellbeing and personal development: helping to develop policies, procedures and resources as well as managing systems to ensure excellent behaviour for learning.
- c) Monitor the quality of teaching and learning and take appropriate action where shortcomings are identified.

School Systems and Processes

- Ensures that the School's systems and processes are well considered, efficient and fit for purpose
- Provides a safe, calm and well-ordered environment for all students and staff
- Values excellent practice by contributing to the School's rigorous, fair and transparent systems and measures for managing the performance of all staff
- Undertakes strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive student outcomes

Reflection and Innovation

- Champions best practice and securing brilliant outcomes for all students regardless of background.
- Seeks and promotes student voice to develop consistency of practice and strengthen staff student relationship.
- Continually reflects and assesses progress towards targets and explores creative strategies to strengthen the impact of provision
- Develops strong relationships with colleagues in other public services to improve academic and social outcomes for all students
- Shapes the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Inspires and influences others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Administrative Responsibilities

1. To compile statistical returns as required and reports to Governors
2. To assist with the management of the Stoke Newington School & Sixth Form as delegated budget and help oversee management of resources.

General Requirements

All staff are expected to:

- Follow the School's Safeguarding policy and procedures, to ensure the well-being of all students in their care is their highest priority
- Actively support the ethos of the School.
- Contribute to the day-to-day running of the School and follow its policies and procedures.
- Contribute to the extra-curricular provision in the School
- Organise and prepare for all lessons, and share good practice with colleagues wherever possible
- Take an active role in ensuring the realisation of the School Development Plan.
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up-to-date with curriculum developments
- Lead by example and embody the ethos of the School.
- Undertake any other duty deemed reasonable by the Headteacher.

| Head of Upper School | Essential | Desirable |
|--|------------------|------------------|
| Qualifications | | |
| Educated to degree level | ✓ | |
| Qualified teacher status | ✓ | |
| Experience | | |
| Demonstrable experience of improving student outcomes | ✓ | |
| High quality teaching and learning | ✓ | |
| Successful management of a team of people | ✓ | |
| A record of continuous professional and career development | ✓ | |
| Professional Knowledge and Understanding | | |
| Understanding of the skills and attributes required for effective leadership | ✓ | |
| A rigorous understanding of the OFSTED Framework regarding effective leadership, management and self-evaluation | ✓ | |
| A good knowledge of the National Curriculum in KS2/3/4/5 | ✓ | |
| A good knowledge of the national strategies as they apply to KS4 | ✓ | |
| A thorough understanding of the intervention packages available to support accelerated learning | ✓ | |
| An excellent understanding of innovative curriculum design | ✓ | |
| Good knowledge of KS3 attainment tests | ✓ | |
| Good understanding of what constitutes effective assessment target setting and intervention strategies | ✓ | |
| To have a good understanding of the needs of students who have recently arrived in the country and / or students who are vulnerable to high levels of mobility and be able to use this knowledge to inform policy and practice. | ✓ | |
| Experience of policy writing and devising schemes of work | ✓ | |
| Knowledge of effective strategies to meet the needs of all students | ✓ | |
| Have a good understanding of positive effective strategies for whole school behaviour management | ✓ | |
| To understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy | ✓ | |
| To have a good working knowledge and understanding of schools statutory responsibilities regarding the needs and care of students with SEN to include students on school action, school action plus and students with statements of special educational need | ✓ | |
| To understand what is involved in the role of Child Protection Officer including having a good understanding of up to date policy and practice | ✓ | |
| Professional Skills and Abilities | | |
| An excellent classroom practitioner | ✓ | |
| Understanding of statutory assessment processes | ✓ | |
| Ability to analyse data effectively to assess performance | ✓ | |

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| Ability to present data to support School and student progress | ✓ | |
| Ability to manage and report the use of budget allocation | ✓ | |
| Able to demonstrate the effective use of ICT to raise attainment | ✓ | |
| Personal Qualities | | |
| The tenacity to see things through | ✓ | |
| Willingness to engage with parents in order to encourage their close involvement in the education of their children | ✓ | |
| Flexibility in approach | ✓ | |
| Enjoyment in overcoming challenges | ✓ | |
| Good communication skills | ✓ | |
| Ability to manage workload effectively | ✓ | |
| Ability to enthuse and motivate others developing strong partnerships | ✓ | |
| Willingness to share expertise and knowledge with others | ✓ | |
| Willingness and ability to run School training sessions | ✓ | |