April 2015

Dear Candidate

**Assistant Headteacher – English/Whole School Literacy**

Thank you for your interest in the post of Assistant Headteacher at St Katherine’s School. I have been the Headteacher at St Katherine’s for almost three years now. It is an exciting and rewarding place to work. This is because staff work hard to give students rich opportunities to learn, both inside and outside the classroom. It is also a great place to work because our students love their school. We have a positive attitude to what we can achieve and we work with a can-do approach.

The school has traditionally enjoyed strong performance in the foundation subjects: humanities, creative arts, technology, PE and languages. Most subjects consistently achieve above national averages. My top priority has been to improve provision and outcomes in the core whilst not losing the strength in our wider curriculum and our excellent reputation for pastoral care. I have therefore created a strategic leadership team that consists of Deputy Headteacher Pastoral Care, Deputy Headteacher Curriculum, and Assistant Headteacher Maths and now I am seeking an Assistant Headteacher for English. We also have an Assistant Headteacher with a sole focus on improving whole school teaching and learning. Our Business Manager completes our strategic leadership team.

The outcomes in our core subjects of English, maths and science have improved significantly over the last three years. We predict science to achieve 73% A*-C compared to less than 50% two years ago and maths we predict to be 67% A*-C. This will be the best results our school has seen and we have secured even better performance with our current Year 10 as a result of improved teaching over time.

English has been our largest success area. Last year, students achieved above national and pupil premium students performed particularly well. Our A level literature course enjoys some of the best results in our Sixth Form and we expect to repeat these successes this year. Students love their English learning as a result of a highly creative team. Latin is taught in Year 8, some classics in Year 9 and we will continue to spread our love of world literature to all our students as we believe it teaches young people about life. Behaviour is excellent during English lessons because of the highly creative approach our teachers have taken.

The current Head of English has worked with me on SLT for the past twelve months and has decided to return to education and pursue a higher degree in international education. She will be a sad loss to the school but I know that a new person will bring their own ideas, opportunities and hallmark to create different opportunities for our students. You will be supported by a second in English who is central to the running of the department, has a keen focus on KS3, secures excellent A level results and is deeply involved with engaging young people who might otherwise be disaffected from their learning. Another member of the team will be returning from maternity leave in July and after becoming an external examiner has provided us with invaluable insights to inform our teaching. We have two further full time teachers and a part time teacher. Media studies is taught at GCSE and A level and forms part of the department with a post holder who oversees these qualifications. The Head of Sixth Form and Deputy Headteacher also teach in the department. I am looking to work with the new Assistant Headteacher to shape further leadership capacity for this area.

Over the past two years, the English team have created their success through focusing on high quality teaching and learning. They lead the way in terms of their classroom practice in a number of areas.

Whole school literacy has been a key focus for us and your whole school responsibility will be to take the lead in this area. Faculties have focused on marking for literacy, creating extended writing opportunities, held SALAD days and our next big push is to ensure students grammar is of a high standard everywhere! I am also seeking a strategic leader who is interested in growing their leadership skills in wider areas of school life and has the ambition to seek future promoted positions.
You will find that our values run deep and you can find them on our website. Above all, we are proud to be a truly comprehensive school. You will teach some of the most able and motivated young people that you will meet in your career. This year Ella was elected as a Young Member of Parliament for South Bristol, Calum won the Woodspring debating competition and Sam came second in the Young Chef of the Year competition. Equally, you will teach learners who are in need of the best teaching to ensure they make progress – not because they can’t do it, but because they are overcoming early trauma, a delay in their learning or face considerable social challenges.

Teachers tell me they like teaching here because they get to extend themselves and feel they share their subject at the highest level. Equally, teachers tell me they get a real feeling of satisfaction from teaching some of those in our society who face the biggest challenges. We try to make it happen for every student, whatever their starting point or life chances. We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You will also be joining a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

For me, I believe that education changes lives. To do this I need you to be a model to other classroom teachers and know how to bring the best out in people. You will be a confident teacher across the age and ability range, and will be able to make a strong contribution to our A level teaching. I need strategic leaders who have real ambition for their learners, for their leadership portfolio and the potential to go further in their own career. I also need team leaders who are not frightened to take risks and to challenge the status quo. This is a superb school and we have families and learners who work with us. This means wherever we focus and target, we improve. Attendance has risen to well above national during the past three years; English and Maths results are the highest the school has seen….but, we are only at the beginning of our journey to be outstanding.

We have about 850 learners and are situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in the neighbouring authority of Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the vast wealth of opportunities that St Katherine’s has to offer. We are the first choice for many because we focus on the whole child, high levels of achievement, resilient attitudes, a healthy mind, body, spirit and developing individual character. All at St Katherine’s believe that an outstanding education can be provided to children from a wide range of backgrounds through focusing on high quality learning and teaching. We are proud of our achievements, our high standards of pastoral care and we are committed to teacher development and providing rich opportunities for staff to develop and grow their skills.

Further details on the school can be found on our website www.st-katherines.n-somerset.sch.uk.

I enclose a job description and person specification for the post. To apply please complete an application form (there is an electronic version online) and send with a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please). Should you wish to visit the school or speak to me informally before submitting your application, please contact Julie Moller, Headteacher’s PA, for an appointment mollerj@stkaths.org.uk or ring 01275 376852

The closing date for receipt of completed applications is 12 noon on Thursday 7 May 2015. Please email your completed application form to Recruitment@stkaths.org.uk or return by post to Sue Shelley, HR Manager, at the school address. Interviews will be held Monday 19 May 2015.

St Katherine’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to receiving your application.

Christopher Sammons
Headteacher
Assistant Headteacher – English/ Whole School Literacy

School: St Katherine's School
Hours: Full Time
Contract: Permanent, required from 1 September 2015
Salary: Leadership £50,118 - £55,397 pa

"A good head and good heart are always a formidable combination. But when you add to that a literate tongue or pen, then you have something very special." Nelson Mandela

We believe in educating young people not only for their academic success, but to be powerful citizens. English is at the heart of this process and our students are passionate about the written and spoken word. Our students exceed national benchmarks for their English GCSE and A level results. As a school, we have developed student voice through the English curriculum and are now seeking a talented leader with the same passion and ideals that we have.

You will be an exceptional teacher and talented leader for this newly created post with responsibility for leading English and whole school literacy. You will be experienced and able to make a significant contribution to our A level teaching, with a passion for literature and proven strategies for engaging young people in their learning.

Your wider responsibility in the school will combine the leadership of our English Faculty with responsibility for raising standards in literacy throughout the school. We have a wider staff team who are focused on developing extended writing, promoting reading and committed to being teachers of literacy within their own subject areas. It therefore offers an excellent opportunity for an ambitious professional to move into strategic leadership with a willing team behind them and gain experience of leading at whole school level.

The successful candidate will be:

- someone who understands the power of English to profoundly affect how a student understands and can participate in society
- an outstanding English teacher able to teach A level literature
- a successful middle leader with the potential to influence and lead whole school practice
- strong on vision, with the ability to enthuse others and implement ideas
- someone who knows how to channel the commitment and enthusiasm of a supportive and talented group of teachers
- someone who can show measurable impact as an individual teacher and at department level
- focused on building strong professional relationships
- a role model and coach to other members of the school community
- able to motivate and inspire students to achieve their full potential and firmly committed to developing the life chances for all young people
- aligned to a can-do culture
St Katherine’s School is the first choice school for families because we focus on the whole child, high levels of achievement, resilient attitudes, a healthy mind, body, spirit and developing individual character. All at St Katherine’s believe that an outstanding education can be provided to children from a wide range of backgrounds through focusing on high quality learning and teaching. We are committed to teacher development and provide rich opportunities for staff to develop and grow their skills as first rate classroom practitioners and future leaders. We are situated on the edge of Bristol in a beautiful rural setting.

You are most welcome to visit us and/or have an informal conversation about this post with St Katherine’s Headteacher, Christopher Sammons. Please contact Mrs Moller on 01275 376852 or e-mail mollerj@stkaths.org.uk to make an appointment.

Application pack and further information about the post can be downloaded from our school website www.st-katherines.n-somerset.sch.uk

Please email completed application forms to Recruitment@stkaths.org.uk or return by post to Sue Shelley, HR Manager, at the school address.

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Closing Date: 7 May 2015
Interview Date: 19 May 2015

Address: Ham Green, North Somerset, BS20 0HU
Telephone: 01275 373 737
Email: Recruitment@stkaths.org.uk
Web: www.st-katherines.n-somerset.sch.uk
Post title: Assistant Headteacher: English/Whole School Literacy

Leadership Scale range: L12 – L16

Directly responsible to: Headteacher

Core purpose:
1. To ensure effective student learning and progress in English.
2. To ensure students at St Katherine’s are safe, happy and healthy young people who enjoy their teenage years and grow up prepared for adult life.
3. To take the lead role in developing and implementing whole school literacy plans within the school and wider community.

Key Duties and Responsibilities

Whole school literacy
- develop and communicate a clear strategic vision of how to implement successful literacy learning
- develop outstanding teaching and learning for literacy across the school
- embed an innovative curriculum to challenge and engage learners across the ability range
- accelerate rates of progress in English/literacy so that all students make expected levels of progress and more
- monitor standards of attainment and achievement in English to predict and prevent underachievement
- monitor, improve and create specific programmes of support that engage different groups of learners
- develop effective engagement of parents to the literacy agenda through active home/school links
- create commitment to a wide range of extra curriculum literacy projects implemented by the English team
- create strong links with our partner primary schools that provide support, contributes to the progress of learners and enhances the reputation of St Katherine’s School in the local community
- oversee whole school literacy to ensure that English is connected to other areas of the curriculum and successfully embedded in the school’s work
- represent the whole school literacy at senior leadership level and provide relevant advice on the strategic development of this work to the Strategic Leadership Team and Governing Body
- act as a facilitator for the spread of good practice across the school and with our wider community
- promote active links with Business and Industry and develop employer involvement from our local and wider communities
- contribute to the development and review of other strategic plans and policies within the school
- provide leadership with support and challenge for English Faculty

Leadership of the English Faculty
- To provide professional leadership and management of the English Faculty in order to secure high quality teaching
- To raise standards of student attainment and achievement within the English curriculum area and to monitor and support student progress
- To be accountable for student progress and development across the English Faculty
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying English, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
• To be accountable for leading, managing and developing the curriculum within the English Faculty.
• To effectively manage and deploy staff, financial and physical resources within the English Faculty

Other Whole School Priorities/Development:

Whole school priorities as directed by the Headteacher and as appropriate to the grade of the post. These will be agreed through discussion with the postholder and take account of individual strengths and development needs.

Governors:

To attend Governors’ meetings as required.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The postholder will be required to demonstrate a continual positive commitment to the school’s policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes to the job commensurate with the grade and job title.

St Katherine’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

April 2015
St Katherine’s School

PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Good honours degree in relevant subject</td>
<td>√</td>
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<tr>
<td>Further degree or study at Higher Level</td>
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<td>√</td>
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<tr>
<td>Qualified Teacher Status</td>
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<tr>
<td>Further professional learning &amp; development</td>
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<tr>
<td>Background in teaching English at secondary level</td>
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| Experience                                                                      |           |           |
| Evidence of successfully teaching English at secondary school level             | √         |           |
| Ability to teach English across all key stages, including A level              | √         |           |
| Leading students of all abilities and ages                                     | √         |           |
| Leading a significant team in developing and delivering strategic aims        | √         |           |
| Working with and presenting to parents                                         | √         |           |
| Working with and presenting to governors                                      |           | √         |
| Undertaking action research                                                    |           | √         |

| Skills and Attributes                                                           |           |           |
| Ability to teach outstanding lessons                                           | √         |           |
| Ability to coach teachers and leaders to deliver consistently outstanding lessons| √         |           |
| Ability to lead, motivate and inspire teams                                   | √         |           |
| Capacity to challenge teams and individuals to improve performance            | √         |           |
| Capacity to work alongside colleagues, coaching and advising in order to improve performance | √ | |
| Proven track record of leading improvement across a team, resulting in significantly increased attainment | √ | |
| Ability to synthesise and analyse data, and draw up detailed action plans     | √         |           |
| Ability to demonstrate and promote good practice                              | √         |           |
| Ability to quickly establish and maintain positive relationships with students, staff and families | √ | |
| Understanding of safeguarding issues and promoting the welfare of children and young people | √ | |
| Emotional intelligence                                                        | √         |           |
| A completer/finisher                                                          | √         |           |
| Resilience, tenacity and aspiration                                           | √         |           |
| Potential to progress                                                         | √         |           |

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