



Sir Graham Balfour
Multi-Academy Trust

Assistant Headteacher (Learning and Teaching)

Application Pack
April 2021





Lesley Beck
Headteacher

Dear Applicant

Thank you for requesting details of the post of Assistant Headteacher (Learning and Teaching). I very much hope that after reading the enclosed information, you may wish to apply.

We are situated on the northern outskirts of the town of Stafford and draw nearly two-thirds of our students from the surrounding suburban area and the remainder from a rural area extending towards the Shropshire border. Students come from all sections of society and cover the entire ability range making the school a true comprehensive.

The school is committed to ensuring all staff and students have access to equal opportunities.

Please be aware that all appointments will be subject to an enhanced DBS clearance and as part of our stringent safeguarding procedures the interview process will include an assessment of a candidate's suitability to work with children.

The successful candidate will join a warm and vibrant school committed to continuous improvement and to providing the best educational experience we possibly can. We welcome change and view new initiatives as opportunities to further our aims. We share good practice systematically and use a highly structured and innovative CPD programme to continually develop staff. We believe in caring for our staff, as they are vital in ensuring success for our children. We also set ourselves very high expectations in wanting the best for ourselves and our community.

This is a new post to our school, following a recent restructure of our Leadership Group. This post will add capacity to our existing Leadership Group, which will comprise the Headteacher, two Deputy Headteachers, two Assistant Headteachers and our Business Manager. Our existing Leadership Group is small but highly dynamic. We have differing yet complementary skills and we are looking for someone to add significantly to that mix.

This is a post that will be endlessly fulfilling, developing your skills and experience on the road to becoming an exceptional Deputy and eventually, Headteacher. To be the right person for our school, you will have the ability to successfully effect change and the experience of having done so; your actions will stem from a bone-deep belief in our school values and from a commitment to ethical leadership. You will be fully committed to helping to shape the future of our school and take real satisfaction in this whilst understanding and accepting the responsibility you hold with all members of our school community.

You will have a real clarity of thought and a proven ability to lead and motivate staff through good and pressing times. You will recognise the need to anticipate issues before they appear. You will thrive on showing your initiative and will be solution-focused. The intellectual challenge that this post demands is undeniably great; you will be widely read, au fait with educational research and endlessly curious to further your learning of how we ensure our school delivers its best for the children in our care. You will be an adept communicator; at all times clear in intent, able to switch adroitly from concise and pointed to detailed and persuasive and every stage in between. You will have a proven ability to garner and retain respect from all stakeholders and to consistently demonstrate your respect in return. You will have a track record in successful middle management or through other whole-school responsibility and able to draw on those experiences to make the steep transition to senior leadership

We take staff wellbeing seriously, but you will recognise that this is not a 9.00-3.30 post; by its nature, being Assistant Headteacher will entail regular after school meetings and long hours on occasion. The school day is busy, with much of our strategic planning taking place after the children have gone home.

On a personal note, I love this school. Our staff, students and community are simply the best. We enjoy excellent relationships with our Governors and Trustees, who offer great challenge and support at all times. If you are a dedicated leader really looking to make your mark in a wonderful school, then this could be the place for you.

Yours sincerely

A handwritten signature in cursive script that reads "Lesley Beck". The signature is written in black ink and is positioned above a horizontal line.

Lesley Beck
Headteacher

Welcome to Sir Graham Balfour School which OFSTED in May 2019 found to be a 'Good' school. I hope you find the information it contains useful and informative.

Our vision is summed up in our mission statement –

'Learning, Working and Succeeding Together'

For us, the 'together' is absolutely critical; collaboration, cooperation and teamwork are essential for developing the skills, knowledge and confidence necessary for academic and personal excellence. As well as the drive to achieve academically, the ability to self-regulate, to communicate clearly with others, to know and be proud of who you are, to be compassionate to others and to be ambitious for yourself and others are equally important.

We passionately believe that the circumstances of birth or upbringing should not be the key determining factors to success in life and we are relentless in our ambition for ALL children to achieve as well as possible at Sir Graham Balfour School, regardless of their sexual orientation, socio-economic, ethnic, religious or gender status.



Our Values

Our aim as a school, working alongside parents and our community, is to help students to become outstanding and effective citizens; to make responsible, appropriate and healthy choices in all things. Staff and parents will not always be there, at the point where critical decisions need to be made. This is why we are committed to **values based learning**; *rules* prescribe a set of appropriate/inappropriate behaviours (e.g. don't run in the corridors) which are specific to given contexts, whereas *values* provide a set of aspirational guidelines within which children must choose the right behaviour or action for the vast array of contexts they will be faced with in life (e.g. how do I need to move around the school if I am taking responsibility for myself and others?).

These are the values which we believe will help our students to become excellent citizens of Stafford and beyond:

- Commitment to excellence
- Responsibility for ourselves and others
- Care for the local and wider Community
- Respect, Kindness and Compassion for ourselves and others
- Perseverance and resilience
- Ambition for ourselves and others
- Pride in working hard and the success it brings

Our values drive and shape every aspect of school life, taking the place of school rules. They seek to reinforce the development of the whole person, in addition to the academic. They are values which will, if routinely exemplified and embedded, give our young people all the skills and characteristics necessary to become outstanding citizens of the future.



Employee Benefits



SGB MAT is a member of the Education Broker Wellbeing Package enabling staff and their immediate family to access the following services:

- Family Issues
- Family Matters
- Drugs & Alcohol
- Stress
- Gambling
- Financial
- Relationships
- Legal
- Domestic Abuse
- Insurance Claims
- Consumer Issues
- Debt
- Childcare
- Work
- Housing and many more

**WE'RE
HERE
FOR YOU**

24/7

A CONFIDENTIAL SUPPORT SERVICE
FOR ALL SCHOOL EMPLOYEES AND
THEIR IMMEDIATE FAMILY MEMBERS.

SOMETIMES IT CAN BE DIFFICULT TO BALANCE THE PRESSURES
OF WORK WITH THE NEEDS OF HOME LIFE. THE EDUCATION
BROKER RECOGNISES HELP IS SOMETIMES NEEDED TO
DEAL WITH THE CHALLENGES YOU MAY FACE IN LIFE, BOTH
PRACTICAL AND EMOTIONAL.

SGB MAT is part of the Government Childcare Voucher and Tax Free Childcare schemes enabling staff to make tax efficient child care payments to their nurseries. We also offer Cycle to Work Scheme.

Vacancy Details



Assistant Headteacher (Learning and Teaching)

Full time, permanent post

Required from September 2021

Sir Graham Balfour Leadership Scale (L12-16)

We are seeking to appoint a dynamic Assistant Headteacher (learning and teaching) to our school. This is a new post for us, following a recent restructure of our Leadership Group. This post will add capacity to our existing Leadership Group, which will comprise the Headteacher, two Deputy Headteachers, two Assistant Headteachers and our Business Manager. Our existing Leadership Group is small but highly dynamic. We have differing yet complementary skills and we are looking for someone to add significantly to that mix.

At Sir Graham Balfour we offer:

- A friendly, well-motivated staff, who embrace willingly a culture of professional development.
- An ever growing reputation in the local community which has resulted in the school being consistently oversubscribed in an area where student rolls are falling.
- A very positive climate for learning.
- A first rate learning environment. We are housed in buildings completed in 2002 and financed via a PFI initiative.
- Innovative 14-19 collaboration and an increasing roll at KS5.
- A commitment to inclusive practice.

Please note:

- The school is committed to ensuring the safety and wellbeing of all students and as such all applicants will be submitted for an enhanced DBS check.
- Applications can only be accepted if submitted on the enclosed formal application form, alongside a letter of not more than two sides of A4, outlining why you applied for this post and what you would bring to our school if appointed.
- Two references will be required, one of which *must* be from your most recent employer.
- We confirm our commitment to equality of opportunity in all areas of our work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Vacancy Details



Visits to the school are strongly recommended and can be arranged by contacting Mrs Vicki McKeen (details below). The Headteacher will be offering the following timed sessions for you to sign up to:

- Friday 7th May 9.00 - 10.00am
- Monday 10th May 9.00 - 10.00am
- Wednesday 12th May 9.00 - 10.00am

If none of these are convenient, Mrs McKeen will be happy to show you around at a mutually convenient time.

This will give you the opportunity to ask questions and see the school for yourself.

For an application pack, please access our website, www.sirgrahambalfour.co.uk or contact Mrs Vicki McKeen, Headteacher's PA, on vmckeen@sirgrahambalfour.staffs.sch.uk or telephone 01785 223490.

The closing date for applications is: 1.00pm on Thursday 13th May. Please return completed applications to vmckeen@sirgrahambalfour.staffs.sch.uk

Shortlisting for this post will take place Friday 14th May and successful applicants will be contacted no later than 3.20pm on the same day. If you have not heard from us by this time, please assume you have not been successful on this occasion.

Interviews will take place on Tuesday 18th and Wednesday 19th May; will include a tour around the school, a variety of tasks, panel interviews with staff, Governors, Trustees and students. Further shortlisting is likely at the end of the first day. On the second day, candidates will deliver a presentation, take questions on it, and end with a final interview.

All the above will be conducted in a Covid-secure atmosphere, ensuring the safety of all participants.

Job Profile



Assistant Headteacher (Learning and Teaching)

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document. It may be modified by the Headteacher with the agreement of the postholder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Strategic Purpose:

- To lead on a range of aspects of learning and teaching in the school, with the aim of continuously improving academic outcomes for all students.
- To support the DHT (L&T) in challenging and supporting the teaching staff to deliver the very best of which they are capable at all times.
- To ensure assessment, homework, independent study and feedback are highly effective in helping to raise attainment.
- To actively promote the School Values; be a role model to all staff and students; uphold all school policies.

Leadership Role/Specific Responsibilities:

- To support the DHT (L&T) to monitor and assess the work of Faculty post-holders and classroom teachers.
- To support L&T Quality Assurance processes and subsequent follow-up.
- To contribute to leading and evaluating L&T CPD as appropriate.
- To lead on all aspects of assessment and feedback in the school, including research, work with the Teaching and Learning Committee, devising policy and guidance, monitoring, evaluating, including via staff and student voice throughout the year.
- To lead on all aspects of Academic reports to parents and carers, in liaison with AHT (PDW).
- To lead on all aspects of homework and independent study, ensuring it impacts positively on outcomes. Devise ways to assist students in completing it and therefore reducing homework detentions.
- To devise system and provide organisational responsibility for homework detentions/catch-up.
- To oversee all aspects of exams, including leading on public exams, PPEs, internal assessments. Line management of Exams Officer.
- To oversee the Year 9 and 11 pathways process in liaison with DHT (L&T)
- To lead on KS3 academic intervention, including on strategies to impact on gender differences.
- To oversee content of Fresh Start/Comprehension plus, Princes Trust work in SEN/ School Inclusion Unit in liaison with SENDCo and School Inclusion Unit Manager ensuring it provides appropriate support and challenge.
- To lead on developing and implementing suitable additional academic enrichment, ie additional qualifications, the Scholars' Programme etc
- To lead and update assigned sections of the School Improvement Plan.
- To support, inform and be accountable to the Local Governing Body via reports and meetings.

Operational Responsibilities:

- To support and deputise for other members of the Leadership Group as appropriate.
- Undertake Appraisal responsibilities as delegated by the Headteacher.
- To attend weekly Leadership Group meetings.
- To attend daily early morning Leadership Group meetings and contribute to L&T section of staff briefing.
- To undertake daily and evening duties as agreed with the Headteacher.
- To attend Staff and other meetings as appropriate.
- Adhere to the requirements of a classroom teacher's job description when acting in that capacity.

Essential requirements for the post-holder

- Ability to develop and implement policies to deliver the strategic vision for school
- Leadership and management skills to improve and maintain high levels of attainment and success
- Excellent classroom practitioner who can lead by example
- Ability to motivate students and staff
- Ability to lead, coordinate, delegate and empower
- Ability to manage change and work under pressure of changing circumstances
- Ability to see things through to completion
- Excellent and demonstrable organisational skills
- Excellent verbal and written communication skills, along with the ability to listen and understand
- An exceptional role model with high standards of integrity and approachability
- A 'team player': highly motivated and ambitious for self and others, positive at all times
- Commitment to promoting the health, welfare and safeguarding of children and staff
- Commitment to promoting, implementing and monitoring equal opportunities across all aspects of the school

Commitment to Safeguarding



Sir Graham Balfour School recognises its legal duty under s175 Education Act 2002 and the 1989 and 2004 Children Acts. We take seriously our responsibilities to protect and safeguard the interests of all students. This organisation recognises that effective child protection work requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to child protection situations.



Our Safeguarding Policy aims to provide a framework which ensures that all our practice in regard to safeguarding children is consistent with the stated values and procedures that underpin all work with children and young people. Statutory guidance defines a child as anyone who has not yet reached their 18th Birthday.



The Policy has regard to the statutory guidance 'Working Together to Safeguard Children' 2018 and 'Keeping Children Safe in Education' 2020 (KCSIE). The Policy is in keeping with Staffordshire Safeguarding Children Board's (SSCB) policies and procedures and their training strategy and reflects what the SSCB considers to be safe and professional practice. Child protection has to be considered within professionals' wider "safeguarding" responsibilities that include a duty to co-operate under the Children Act 2004 and takes account of the need for children to 'be healthy' and 'stay safe'.



Our Safeguarding Policy also seeks to make the professional responsibilities clear to all staff (teaching and non-teaching, including temporary and supply), governors and volunteers to ensure that statutory and other duties are met. All staff and volunteers need to have read and be familiar with our Safeguarding Policy.