



Letter from the Head Teacher: Post - Assistant Head Teacher

Dear prospective candidate,

Thank you for taking an interest in applying for the post of Assistant Headteacher at Caterham High School. We have one post available in our SLT Curriculum team and thus we would like you to come forward to show case your talents in leadership in areas of your choice.

The key focus of the role will depend on the strengths of an appointed candidate, although all Senior Leaders at Caterham High have roles and responsibilities in addition to core focus areas. This builds strength and capacity in the team and enables leaders to diversify and develop their portfolios. Senior Leaders may be required to change their key role or focus to meet the needs of the school.

Our last Ofsted inspection was in June 2022 when we were judged as Good in all areas. This was a significant and well-deserved recognition of the school improvement journey we had undertaken from 2018 through the pandemic. Staff, understandably, were thrilled to achieve this acknowledgement of their hard work, commitment and determination especially through such difficult times.

We are a Local Authority school and enjoy a positive relationship with Redbridge LA and the local Teaching School Alliance (Seven Kings). We are involved in a number of school improvement groups, enjoy good relationships with local schools and are recognised as a school on a mission.

We are situated in a culturally and socially diverse area of East London. Our students are willing to learn, like good relationships with adults and are predominantly well behaved. Our students like their school, their teachers and staff, and enjoy the enrichment the school offers to enhance their lives. They enjoy raising money for charity and celebrating their cultural diversity. We have a number of in-year admissions as we are not full. We have a strong commitment to inclusivity and strive to deliver provision to meet the needs of all who join our community.

We are a highly inclusive community with a new and innovative “Pathway” structure to support all children to access the core curriculum. Pathways include an EAL Academy for those new to English, a Deaf Provision, a newly built Autism Provision, an IAP, a Year 7 Team Transition group, and Mental Health and Wellbeing provision.

We operate a Pivotal approach to behaviour having high expectations but engaging in restorative conversations with our youngsters who do not meet our expectations. A strong moral purpose to develop young people as good citizens and thoughtful human beings is a requirement of every member of staff at the school.

Headteacher: Ms Belinda Chapple
Caterham Avenue, Ilford, Essex, IG5 0QW.

☎ 020 8551 4321

✉ welcome@ecaterham.net

🌐 www.ecaterham.net

We strive hard for excellence in academic provision, celebrating the successes of all our students regardless of their starting points. Our KS4 results improved significantly in 2019 and have been maintained in 2022 but we are ambitious for higher standards.

We have a substantial Sixth Form provision with a variety of qualifications for young people to follow – but again we are ambitious for higher outcomes for our young people. Our 6th Form students regularly move on to Russell Group universities, Oxbridge, high level apprenticeships and vocational college courses that will take them through to their desired careers and pathways. We delight in the successes of our students every summer as they leave us as strong confident, well developed young people with a desire to actively engage in the wider world.

Our curriculum is well developed but there is scope to develop the subject curriculums further and push further forward with raising standards in all key stages.

The role:

This role gives an opportunity to bring your leadership passion to the table and use your expertise and strengths to develop particular aspects of school provision centred in the Curriculum SLT Team.

A key feature of any strategic work, that will have impact, will be to embed consistency of practice and provision, so that the aspirational culture that you undoubtedly believe in becomes part of fabric of the school and your areas of leadership.

There is much scope here for the right candidate to contribute to a thriving community: to establish an ethos of aspiration for all; to take students who face challenges and enable them to leap forward into their futures and careers; and to enable the brightest to excel in academic study. There is an opportunity to shape an area of provision that fills the students and staff with pride – and fills you with pride also.

The staff here are committed and dedicated to the children and the school. We continue to improve in key areas and the reputation of the school has changed considerably within the local community.

Our current Senior Leadership team is restless and relentless in their ambition. We work closely and collegiately to succeed in meeting our objectives. Supporting each other is an important feature of our team. There are two Deputy Heads that have responsibility for Academic and Pastoral areas, an Associate Deputy Head for Safeguarding, and a School Business Manager. There will be a team of six Assistant Heads in post with a variety of responsibilities when this vacancy is filled.

We would like you to visit the school, if possible, but we also offer the opportunity for an informal phone call with myself or one of the deputies. If you would like to arrange a visit or phone call to discuss the school and my vision, please contact Debby Venner (HR Manager) by email d.venner@ecaterham.net

We will be short listing and interviewing through a range of interviews (one online) and activities. The interviews will be in the week beginning Monday 7th October 2024.

The deadline for applications is Monday 30th September 2024 at 10am. Please apply using the form and information provided. CVs will not be accepted. Applications should be submitted to Debby Venner HR Manager, recruitment@ecaterham.net

If you enjoy challenge, are not afraid of change, are prepared to work hard and want to make a difference to children's lives as part of a collegiate team, then you may wish to apply for this post.

I look forward to hearing from you.

With regards,

A handwritten signature in black ink, appearing to read 'Belinda Chapple', with a stylized flourish at the end.

Ms Belinda Chapple
Headteacher, Caterham High School

ADVERT: Assistant Headteacher

Scale: L13 – L17 Outer London

Salary: £67,179 – £73,719

Start Date: January 2025

Contract: Permanent Full Time

What is your leadership passion? Raising Standards? Teaching and Learning? Assessment? Literacy?

We are looking for a highly motivated and driven leader who role model an unrelenting commitment to achieving high standards in everything they do through a strong resilient work ethic. You will have a drive for self-improvement and understand strategic development, underpinned by a strong moral purpose that puts the needs of children and young people first and foremost. You will need to understand the challenges of senior leadership in a highly diverse environment and be able to lead and manage change to bring cohesivity to the school community.

You will be visible, aspirational, inclusive and motivated. We want someone who is not afraid to challenge traditional orthodoxies and who uses their intellect and research to put new ideas forward. Our new Assistant Head will enjoy, and show knowledge of, changing and evolving pedagogical development and strategies in the areas in which they lead. They will have the capacity to challenge, support and inspire.

We welcome applicants from any specialist subject area. You must be a strong and knowledgeable classroom teacher and be able to teach outside your subject area as directed.

In return we offer an exciting opportunity to join a dedicated and driven team, with a supportive and collegiate ethos. We are on the next stage of our journey in pursuing excellence in every area of school life.

We value leadership for all and thus ensure that Senior Leaders have opportunities to grow and develop a successful career through a range of CPD. We are participants of the Seven Kings Teaching School Alliance, and we are actively involved in Redbridge groups and networking.

We are justifiably proud of our 'Good' Ofsted judgement (June 2022) which recognised our positive learning environment and caring community. Our high aspirations for all students were recognised by Ofsted through our commitment to provide an exceptional education for all of our students. We believe that every student has the potential to succeed, and we work hard to create an environment that fosters academic excellence and personal growth.

We are a values-driven community that upholds five core values as part of The Caterham Way: Believe, Connect, Innovate, Persevere, and Excel. These values serve as a guiding force for both staff and students, shaping the culture and environment of the school.

A key strength of Caterham High is our community. As an East London school, we celebrate our diversity rigorously promoting inclusivity and equality. We believe that every student should feel valued and supported, and we work hard to create an environment where everyone feels safe and comfortable. Our students "conduct themselves in a calm and orderly manner around school and behave well in lessons" (Ofsted, June 2022).

Caterham High School is well-equipped and has good facilities. We continually invest in technology and resources. We have excellent sports facilities, music rooms, and art studios; and classroom environments and staff areas are continually improved. We have two Provisions: one for Deaf children and one for children with Autism. We have new innovate Curriculum Pathways to enable curriculum access and support students' academic achievements. We believe that our

facilities are an essential component of our students' education, and we take pride in maintaining them to a high standard.

Our staff are well known as friendly and welcoming. The senior team seeks to support good health and wellbeing for all staff. There are staff activities such as football, swimming, badminton and textiles club. Staff have free access to our fitness suite and free parking.

Have we caught your attention?

If so, please contact Debby Venner (HR Manager) for more information and an application pack or see the TES or our website.

We welcome an informal visit or telephone conversation, with the Headteacher, prior to application. Please email Debby Venner on d.venner@ecaterham.net to request this.

Completed application forms should be e-mailed to recruitment@ecaterham.net by 10.00 am Monday 30th September 2024.

Please note, the school will assess applications on receipt and may arrange to interview successful applicants before the deadline.

Formal interviews for shortlisted candidates will be scheduled during the week beginning Monday 7th October 2024.

We endeavour to reply to all applicants but if you have not received a response within two weeks of the closing date please assume you have not been shortlisted.

References may be taken up for shortlisted candidates prior to interview unless you indicate on your application form that you do not wish your current employer to be approached prior to interview.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

In accordance with KCSiE, Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes. Further details are available from the [LGA guidance note](#). If you would like to discuss this further, please contact the school.

Caterham High School

Job title: Assistant Headteacher

Salary: **Scale:** L13 – L17 Outer London LBR pay scales

Contract type: permanent, full time

Reporting to: Headteacher or SLT Line Manager

Responsible for: line management and oversight of teachers and staff, as directed by the Headteacher

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- comply with the teachers' standards and modelling best practice for others

They may also be required to undertake any of the duties delegated from the Headteacher.

Area of responsibility

In partnership with the Headteacher and the Senior Leadership Team, the Assistant Headteacher will provide professional leadership and management of areas of responsibility that will be agreed based on the candidate's skills, knowledge and experience. *For example, these areas could include:*

- *Teaching, Learning and Assessment*
- *Raising Standards*
- *Behaviour and attitudes*
- *Personal Development*
- *Inclusion and SEND*
- *Student welfare and learning*

This section will be amended after areas of responsibility are agreed.

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Communicate the school's vision compellingly, personally demonstrating the vision and values in every day work
- Practice and support strategic leadership, playing a significant role in school self evaluation and through the School Development Plan, in areas of school policy and practice
- Support with the day-to-day management of the school through effective organisation and management, seeking ways to improve organisational structures and functions through rigorous self-evaluation
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
- To take an effective role in the School's Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all students
- Build positive relationships with all members of the school community, showing positive attitudes to them to build a professional learning community which enables others to achieve
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally, and disseminate effectively as appropriate
- Seek training and continuing professional development to meet own needs
- Monitor and evaluate work carried out by teams within the school to ensure subjects or areas achieve targets and impact positively on the objectives and priorities of the school
- Work with the SLT to raise the quality of education and students' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, LEA and the DfE: ensuring that students enjoy and benefit from a high quality education

Students, Parents and Carers, Community and Staff

Under the direction of the Headteacher or Deputy Headteacher:

- Through leadership, contribute to a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Demand ambitious standards for all students, instilling a strong sense of ownership and accountability in staff for the impact of their work on student outcomes
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students
- With SLT, develop and maintain positive links and relationships with the local community, employers etc to promote a positive image of the school and strengthen community cohesion
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge, including establishing a culture of 'open classrooms' and collaboration
- Hold all staff to account for their professional conduct and practice
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance

- Assist with the selection and recruitment of new staff
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent practice against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Safeguarding

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring knowledge and understanding is up to date with clarity of procedures to be followed. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.

The specific focus for the Assistant Headteacher's work programme will be directed and agreed at the beginning of each academic year or as necessary. Duties and focuses within the roles and responsibilities of the Senior Leadership Team will be directed by the Headteacher as appropriate.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. *This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.*

Last review date: September 2024

Next review date: September 2025

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	Qualified teacher status	X	
	Degree	X	
	Professional development in preparation for a leadership role	X	
Experience	Successful leadership and management experience in a school at Middle leadership or Assistant Head for a minimum of five years	X	
	Significant and successful teaching experience, demonstrating positive progress and attainment, with willingness to teach across a range of subjects as needed	X	
	experience of school self-evaluation and strategic development planning for change which has had a significant impact at whole school level or in a significant area of provision	X	
	Experience of contributing to staff development	X	
	Understanding and demonstration of high-quality teaching and the ability to model this for others and support others to improve to impact on progress and attainment	x	
	Up to date knowledge and understanding of the specific areas of responsibility	x	
	Successful experience of Line management and delegation of leadership responsibilities and management, including holding others to account and managing difficult conversations	X	
Skills and knowledge	Has a clear understanding of the impact of change and different leadership styles on individuals and organisations	X	
	Ability to comprehend and articulate the complexity of school accountability measures and to be able to make strategic decision in the best interests of students and the school within an understanding of national and government agendas		X
	Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self evaluation, performance management and school development planning and have experience of these.	X	
	A practical understanding of how to analyse and use the full range of evidence and data, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance	X	

	Understands how to establish and sustain effective organisational structures, systems, policy and practice	X	
	Understanding of school finances and financial management		X
	Effective communication (oral and written) and interpersonal skills	X	
	Ability to think analytically, creatively, innovatively and put plans into place to support new initiatives and to demonstrate initiative in solving problems	X	
	Has an understanding of inclusion, equalities and diversity and is able to implement this effectively within the role	X	
Personal qualities	A personal enthusiasm and commitment to getting the best outcomes for all students and promoting the ethos and values of the school	X	
	Ability to communicate a vision and inspire others and to build effective working relationships		X
	Ability to work under pressure and prioritise effectively, resolving day to day issues, and to organise others	X	
	Commitment to maintaining confidentiality at all times	X	
	Knowledge of and commitment to the safeguarding and promoting the welfare of children and young people	X	
	Demonstrate a capacity for sustained hard work with energy and vigour. Demonstrate resilience, optimism and flexibility	X	
	Be aware of own strengths and areas for development and listen to, reflect constructively and act upon, as appropriate, the feedback from others.	X	