



Ponteland High School Recruitment Pack

Assistant Headteacher -
Head of Sixth Form

Recruitment Pack

Assistant Headteacher – Head of Sixth Form



Welcome to Ponteland High School

A unique opportunity has arisen to join the Senior Leadership team at Ponteland High School. We are looking to appoint an inspirational person to head our Sixth Form provision; a conscientious and committed colleague who is able to build upon strong foundations and lead on our continuing journey towards excellence.

Ponteland High School is a large, highly successful school with a Post 16 provision that provides excellent opportunities for all, including both academic, enrichment and extracurricular activities.

The pupils at Ponteland High School make our school special; relationships are based upon integrity and honesty; everyone is valued as a unique individual and pupils flourish as a result. They are extremely well behaved, talented and motivated to be the best they can be.

We want the best for them and wish to appoint a dynamic individual who shares our values and ethos.

The information in this pack will provide you with the relevant information you require to make an application to join Pele Trust but we would encourage you to book a visit to the school if that is possible.

Letter to applicants from the CEO

Dear prospective candidate

Thank you for your interest in the vacancy for Assistant Headteacher of Ponteland High School. I am delighted that this is a vacancy that might be of interest to you.



I am biased but I do believe this is a highly attractive leadership role and an exciting opportunity to lead the Sixth Form provision in a fantastic school.

This position requires an individual who excels in both pastoral and academic leadership, reflecting our Trust's commitment to delivering a high-quality student experience where every student is known well and is valued for who they are.

In return, I can say with certainty that the successful candidate will experience a wonderful body of students; be able to call upon the support of a committed Headteacher and colleagues; work closely with a knowledgeable Academy Committee; benefit from the support of parents who are invested in their child's education, and collaborate with fellow leaders across Pele Trust.

I would encourage you to visit the school in person if you are able. In the meantime, the school website at www.ponthigh.org.uk should give a flavour of what the school is like.

A handwritten signature in black ink that reads 'Kieran McGrane'.

Kieran McGrane
Chief Executive Officer

Job Advert

Required from January 2024, with an option to start earlier if possible

Leadership Scale L11 – L15

£56,796 - £62,560 (Sept 2022 rates. Pay award pending in accordance with STPCD)

Assistant Headteacher (Head of Sixth Form)

This is an exciting opportunity for an ambitious leader who shares our determination to ensure that our students achieve their full potential, and they are the best versions of themselves that they can be.

As the Head of Sixth Form, you will:

- **Oversee the curriculum:** work with the headteacher to agree the curriculum offer and quality assure the student experience
- **Manage the UCAS process:** Ensure our students are well-guided and supported as they make their next academic and career steps.
- **Lead the Personal Development curriculum:** Shape and drive the personal growth of our Sixth Form students, preparing them for the world beyond school.
- **Enrichment and extracurricular opportunities:** Cultivate and develop wider enrichment and extracurricular activities that complement academic learning and foster personal growth and development.
- **Oversee Careers provision:** Ensure our students have the best advice, resources, and support as they explore their future career paths.
- **Direct the tutorial programme:** Lead a robust tutorial system that supports academic achievement and personal growth.

As a member of the Senior Leadership team, you will directly line manage an identified curriculum area and contribute to the strategic leadership of the school.

We are seeking a dynamic leader who:

- Is an excellent teacher: Demonstrate high levels of competence in the classroom, setting the standard for teaching quality.
- Excels in both pastoral and academic leadership: Your expertise will be instrumental in guiding both the academic and personal growth of our students.
- Is collaborative and reflective: Engage with our ethos of continuous improvement and collaborative training.
- Is passionate about student success: Share our commitment to providing students with the best opportunities, both in and out of the classroom.
- Has a vision for the future: Bring innovative ideas to further enhance our Sixth Form provision and keep Ponteland High School at the forefront of education.

In return, we can offer you:

- The opportunity to join a well-established school and supportive Trust
- Being part of a team of school leaders who are like-minded professionals with common goals and aspirations for their school
- Support for your ongoing professional development
- A supportive school environment where the best people will flourish and grow
- An opportunity to build on the very secure foundations currently in place

If this sounds like the right job at the right time for you, then please consider the additional information and submit your application form and accompanying letter (no more than two sides of A4) by the deadline date of 12pm (midday) on Friday 20 October 2023.

Prospective candidates may visit the school by appointment only. To book an appointment to visit the school, or to arrange an informal conversation with the Headteacher, Stefan McElwee, please contact Clare Barker, PA to the Headteacher, via email at c.barker@ponthigh.org.uk

The closing date for applications is Friday 20 October 2023 at 12pm (midday). Applications should be returned by email to c.barker@ponthigh.org.uk

Interviews will take place on Wednesday 25 October 2023.

This Trust is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks.

In accordance with Department for Education's Keeping Children Safe in Education guidance, as part of the recruitment process we will undertake an online search of publicly available information of shortlisted candidates. This search will be undertaken by someone who is not part of the decision making process, and after the shortlisting stage, any relevant incidents or issues that have happened, and are publicly available online, may be explored at interview.



Job Description

JOB TITLE:	Assistant Headteacher – Head of Sixth Form
GRADE:	L11-15
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Teachers and Professional Support Staff

MAIN PURPOSE OF ROLE:

To provide highly effective operational leadership to secure high standards of teaching and learning leading to exceptional outcomes for all students.

As Head of Sixth Form the postholder is responsible for overseeing the day to day running of the Sixth Form under the direction of the Headteacher and with support from Sixth Form Tutors.

GENERAL DUTIES/RESPONSIBILITIES

In addition to those responsibilities and expectations set out in the Teacher Standards:

1. Teaching and Learning

To be a consistently good-outstanding classroom teacher:

- 1.1 planning and preparing courses and lessons
- 1.2 teaching, including the setting and marking of work to be carried out by the students
- 1.3 assessing, recording and reporting on the development, progress and attainment of students
- 1.4 Engage in robust self-evaluation activities to identify areas for improvement to ensure high quality provision for students
- 1.5 To contribute to, and support, the key focus of improving teaching and learning, particularly within linked curriculum areas

2. Leadership and Direction

The postholder will:

- 2.1 Provide strategic leadership and clear direction for the Sixth Form within school
- 2.2 Be directly responsible to the Headteacher and work collaboratively with other members of the Senior Leadership Team.
- 2.3 Directly line manage at least one identified curriculum area and also support at least one identified year group as SLT link.

- 2.4 Lead on appraisal for identified staff
- 2.5 Lead on various tasks, as identified by the Headteacher
- 2.6 Be a Duty Team Leader for an identified day each week
- 2.7 Be a visible presence in school and on duty each day

3. Organisational effectiveness

The postholder will:

- 3.1 Contribute to the corporate leadership of the whole school
- 3.2 Be an effective and professional role model to students and colleagues ensuring full compliance with the Staff Code of Conduct

SPECIFIC DUTIES/RESPONSIBILITIES

The postholder will provide:

- 1. Oversight and management of Sixth Form pastoral systems to support good attendance, punctuality and behaviour
- 2. Oversight and management of the Sixth Form PSHE curriculum and Tutorial Programme
- 3. Support for the provision of Careers and Information, Advice and Guidance in Sixth Form

Please note that successful applicants will be required to comply with all Pele Trust policies.

The successful applicant will be subject to full enhanced disclosure checks and these will be subject to rechecking as appropriate

Person Specification

POST TITLE: Assistant Headteacher

Date Prepared: October 2023

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • QTS • Evidence of significant & continuing professional development 	<ul style="list-style-type: none"> • NPSL • First or second class (Hons) degree
EXPERIENCE	<ul style="list-style-type: none"> • Successful leadership of significant departments, innovation or projects • Effective classroom practitioner 	<ul style="list-style-type: none"> • Existing middle or senior leader • Pastoral management experience
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> • Be able to further improve student outcomes for all • Demonstrate a commitment to quality and excellence in teaching and learning • Have the ability to analyse problems, reach judgements and resolve issues • Challenge, support, influence and motivate staff and students to improve performance and meet high expectations 	<ul style="list-style-type: none"> • Have an understanding of the effective use of ICT to enhance teaching and learning, leadership and management • Manage the effectiveness of the teaching and professional support staff colleagues
KNOWLEDGE Understanding of:	<ul style="list-style-type: none"> • Principles of effective teaching and learning • Highly effective CPD for staff improvement 	<ul style="list-style-type: none"> • Requirements and management of a large department/Sixth Form

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
LEADERSHIP AND MANAGEMENT Evidence of:	<ul style="list-style-type: none"> • Strong leadership qualities with experience of managing educational responsibilities • People management experience 	<ul style="list-style-type: none"> • Effective leadership in a Leadership Team
GENERAL SKILLS	<ul style="list-style-type: none"> • Possess excellent written and verbal communication skills • Have the ability to build constructive relationships with students, colleagues and other educational organisations and stakeholders • Ability to manage a range of competing demands • Adaptable and flexible 	<ul style="list-style-type: none"> • Experience of liaising with parents and professional agencies • Effective use of ICT
Contra Indicators	<ul style="list-style-type: none"> • This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required 	

Why Work for Pele Trust

Introduction

Pele Trust is a Multi Academy Trust (MAT) formed in February 2019. Currently a group of six schools in Northumberland, five primary and one secondary serving pupils aged 3 - 18 in the Ponteland catchment area, we came together through a mutual desire to provide the best educational experience for the pupils in our school partnership.

The schools are Belsay Primary School, Darras Hall Primary School, Heddon St. Andrews Primary School, Ponteland Primary School, Richard Coates Primary School and Ponteland High School.

Pele Trust Vision

Purpose

- To build a learning community, brought together by choice, that enables our schools to support and challenge each other to provide consistently outstanding education whilst offering a more certain and stable pathway for students, parents and staff
- To have an influential voice contributing to the development and enrichment of education in the north-east of England

Ambition

To be a learning community where everyone ...

- is happy to be
- learns and improves
- is known well and valued for who they are
- has a place
- is fulfilled
- consistently experiences a rich, stimulating and challenging learning environment
- strives for excellence in all they do
- treats others with respect, dignity and courtesy at all times
- contributes positively to the improvement of all of our schools
- recognises the important partnership between parents and school

Values

Pele Trust is founded upon values at both Trust and School level

1. Our schools are each driven by a set of explicit values that guide and shape the culture and ethos
2. We are committed to pursuing excellence in a manner that we can be proud of and that values every child, pupil and student equally
3. We are committed to acting with integrity and honesty in all of our decision making
4. We are committed to operating with openness and transparency and welcome the benefits of peer review and external scrutiny
5. We are committed to making a positive contribution to the development of the Trust and recognise that we will receive support and challenge in return
6. We believe that all individuals should be treated with compassion and kindness
7. We are optimistic in our outlook and see a positive future for our schools and pupils as we work together to meet the challenges ahead
8. We believe that leaders at all levels should demonstrate humility and a sense of service to others
9. We will seek to uphold and model the Nolan principles of public life, namely: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership

Structure and Governance

The structure of Pele Trust comprises three levels:

- Board of Directors
- Academy Committees
- Executive Leadership Team.

The aim of the management structure is to devolve responsibility and encourage involvement in decision making at all levels.

Directors

The Directors are responsible for setting general policy, adopting an annual development plan, setting the annual budget, trust wide budget monitoring and making major decisions about the direction of the MAT, capital expenditure and senior staff appointments.

Academy Committees

- The management of individual school's is delegated by the Directors to the Academy Committee (AC) whose role is to:
- Maintain an overview and keep the Directors properly informed of the conduct and progress of the Academy
- Act as a critical friend to the Headteacher and staff of the Academy
- Be accountable to the Directors, parents and the wider community for the AC's actions and the Academy's overall performance

Executive Leadership Team

Comprising the Chief Executive Officer, Chief Operating Officer and all Headteachers, the Executive Leadership Team (ELT) operates at an executive level implementing the policies defined by the Directors and managing operational school business.

Each school has its own senior and middle leadership teams which may include Deputy Headteachers, Assistant Headteachers, Heads of Department/Faculty, Phase Leaders and Pastoral Leaders. These managers support Headteachers in the day to day operation of the academies, in particular organising the teaching staff, facilities and students.

Central Services

The Central Services team provides financial, administrative and business management support to all schools in the Trust.

Growth and Development

Directors have aspirations to increase the number of schools in the Pele Trust family. The first few years have been about establishing and embedding culture, structures and policy but we are at a point now that if we are to have an influential voice across the north east then it is time to increase in size and reach and Directors of Pele Trust expect to see Pele Trust grow and add more schools within the next 12-18 months.

Further information about Pele Trust, including Director profiles, statutory reports and links to individual school websites can be found on the Pele Trust website

<https://www.peletrust.org.uk/governance/>

Training and Development

We offer training packages for a broad range of staff from School Direct pupils through to Chief Executive Officer, as well as professional support staff.

Aspiring leaders undertake National Professional Qualifications such as NPQH and NPQSL and all colleagues can access training relevant to specific needs and job role.

Our bespoke programme of Peer Reviews and middle leader placements offers a unique opportunity for teaching colleagues to develop and share their skills and expertise and all colleagues in all schools undertake an action research project as part of their appraisal targets.



Our Schools

Belsay Primary School

Darras Hall Primary School

Ponteland High School

Ponteland Primary School

Richard Coates CE Primary School

Heddon St. Andrew's CE Primary School

