



Assistant Head of Standards and Action Research



Information for Candidates



*A family of schools
with shared values*

Headteacher's Welcome

Woldgate is a school with a distinct vision for education. Our view of an outstanding school is based on shared values, where every child is known and cared for as an individual. To cultivate this, we build a supportive and caring community, where a child's talents can grow through academic study and the opportunity to participate in the many activities, productions and visits that make Woldgate School unique. We are a school with a positive, welcoming, warm atmosphere, in which pupils take pride in their achievements and where each individual pupil achieves academically through consistently good teaching, in an environment that seeks to nurture their love of learning and challenges them to excel.

Founded in 1958, Woldgate's original school motto celebrated the distinct education the school sought to bring. This motto is, for me, an integral part of our school life; it defines who we are as a community.

"Everything you do should be worthy, of great merit, character and value."

Of great merit:

The quality of being particularly good or worthy, especially deserving of praise or reward.

Of great character:

The moral qualities that define an individual.

Of great value:

The principles or standards of conduct we work to; our judgment of what is important in life.

I truly believe that part of what makes this community so special is the holistic education we provide for our pupils. Our Performing Arts status, extra-curricular clubs, sporting activities and House competitions, combined with our wonderful visits programme, provide pupils with a unique opportunity to appreciate the world around them. I have long believed that the creative arts provide an exceptional platform upon which pupils can develop new skills, grow in confidence and, as people, develop qualities, in an environment where their talents are nurtured and then celebrated. The arts offer us something special, whether it be learning an instrument, acting in a play, dancing, singing or just being involved in a production as part of a company. This holistic approach to school life, for me, is integral to a good education and wonderful preparation for future life.

As we look to the future, I am absolutely committed to ensuring Woldgate School continues to develop with a clear, confident and strong identity based on shared values and with each student known and cared for as an individual. Our culture of collaboration and success will be matched by our determination to do the very best, both pastorally and academically, for the children in our care.

- A School where each child is known and cared for as an individual.
- An environment in which our pupils feel valued, safe and enjoy school.
- A School where every child is challenged and supported to succeed academically.

Woldgate Sixth Form College also provides exciting opportunities for students to continue their educational journey, to build upon their GCSE results and progress onto qualifications that provide academic rigour and challenge. There is also a wide variety of enrichment opportunities, with students participating in the wonderful range of expeditions, visits, internships and leadership programmes.

Jonathan Britton

Headteacher



About Us

Woldgate School and Sixth Form College

Age range 11 – 18

Students on roll – 1050

Gender: Boys and Girls

Admissions policy: not selective

School Type: an Academy which is part of the Wolds Learning Partnership, a Multi-Academy Trust

Ofsted Grades – May 2015

Overall effectiveness	GOOD
Achievement of pupils	GOOD
Quality of Teaching	GOOD
Leadership and Management	GOOD

Academic achievement is equally our top priority and an area in which we have received special recognition from the Department of Education. As I am sure you are aware, in 2015 70% of pupils gained the ‘Gold Standard’ of 5 or more A*-C grades including English and Maths. Indeed, 87% of our pupils achieved an A*-C grade in Mathematics and 75% in English. In 2016 50% of our pupils also achieved an A or A*. In 2017 48% of our pupils achieved at least one 9 to 7 (A*-A equivalent) grade at GCSE, 83% achieved a 9 to 4 (A*-C equivalent) grade in English and 76% of pupils achieved a 9 to 4 (A*-C equivalent) grade in Mathematics. In the Sixth Form, 48% of our pupils achieved an A*-A in Sixth Form, 100% of pupils studying vocational qualifications achieved the top two grades of a Distinction and Distinction* and 99% of our pupils achieved an A*-C at A-Level.

In 2017 Woldgate School was presented with an ‘Outstanding Outcomes Award’ from the SSAT for our academic results. We are also recognised by the Department of Education as being one of the ‘Top 100’ most improved schools in the country, out of three thousand eight hundred. As one of only ten schools nationally, we have been selected to appear in a Parliamentary publication which celebrates excellence in education. Achievements such as these are testament to the hard work and dedication of pupils, parents and teachers, and they draw upon a combination of academic rigour, pastoral care of the highest quality, excellent teaching and learning, complemented by structures that monitor progress and intervene to provide individual support for each and every pupil.



Job Information

JOB DESCRIPTION

JOB TITLE: **Assistant Head of Standards and Action Research**
REPORTS TO: The Headteacher
SALARY: L8 – L12

Purpose of the Job

As Assistant Head of Standards and Action Research you will:

- **Raise the standard of teaching.**
- **Promote the ethos of the school.**
- **Maximise pupil achievement.**
- **Care for our pupils.**
- **Support our holistic education programme.**

The Assistant Head of Standards and Action Research reports to the Headteacher, and takes leadership responsibility and accountability for all activities involving pupils and departments (as designated) with regard to their performance.

Core responsibilities

- Be a lead teacher who through their daily practice exemplifies best practice in-line with the Head's vision for the school.
- Identify and celebrate best practice across the school and Sixth Form.
- Lead all aspects of quality improvement, responding to the needs of pupils, Sixth Form students and colleagues, to ensure pupils make maximum academic progress.
- Embed, across the school, a quality culture which strives for excellence and outstanding performance in all aspects of provision.
- Provide leadership for a team and help colleagues to become instrumental in the development of outstanding performance across all aspects of provision, including:

Departmental

- Ethos,
- Teaching and Learning,
- Schemes of Work,
- Assessment and academic support,
- Marking,
- Communication,
- Holistic education,
- Behaviour and safety,
- Performance management,
- Leadership.

Year

- Ethos,
- Care and welfare,
- Relationship and atmosphere,
- Registration, attendance and timekeeping,
- Student conduct and appearance,
- Holistic education,
- Liaison with home/ Communication,
- Behaviour and safety,
- Parents Evenings,
- Assemblies,
- Supporting learning and the raising of achievement,
- Target setting,
- Homework,
- Group and year activities,
- Equality,
- Fire drills,
- Leadership.

As a member of SLT you will be required to undertake additional duties and responsibilities, including leading on staff training, taking assemblies, attending after school events and representing the school in the community, as required by the Head.

School Standards

- Produce, promote and evaluate the Internal Quality Assurance Strategy, encompassing internal assessment across all departments to ensure pupils are making the very best progress.
- Monitor and challenge performance by analysing relevant data utilising outcomes to inform improvements in all aspects of curriculum. Produce high level robust and accurate reports.
- Provide detailed performance reports to the Head teacher and the Governing Body.
- Monitor achievement against key performance indicators and performance targets via regular performance reviews.
- Lead the evaluation of the quality of the school's provision through robust self-assessment, taking account of colleagues, pupils and Sixth Form students' views. Use the findings to promote and develop capacity for sustainable improvement.
- Ensure a continuous quality assurance cycle is planned, implemented and evaluated
- Ensure Teaching, Learning and Assessment is monitored and effective measures are implemented by the Head of Teaching to drive development innovations and continuous improvement
- Ensure effective arrangements are in place for quality assurance that maintain high standards and identify and tackle underperformance.
- Ensure all areas of delivery are continually monitored in accordance with external standards.
- Work in collaboration with appropriate nominated persons to maintain all quality standards externally accredited and seek accreditation as appropriate.
- Be accountable for monitoring and improving the quality performance of the curriculum ensuring successful inspection, review, audit and assessment outcomes. Successfully performing the role of 'quality nominee' during inspections.
- Work effectively together with classroom based colleagues as one team, respecting and valuing each other to deliver outstanding services to learners.
- Ensure quality standards are set, monitored and reviewed in line with Ofsted.
- Develop, implement, communicate and work with the Head teacher on the School Evaluation Framework and the School Development Plan.
- Manage the monitoring of the External Verification process including, monitoring/recording of awarding body approvals and external moderator/verifier visits, including monitoring of action plans.

- Develop a team of individuals to carry out supportive and accurate quality assurance.

Pupil Progress

- Lead and take responsibility for pupil progress and achievement, by working closely with Heads of Department to ensure the work of every department is of the very highest standard in all areas.
- Lead and take responsibility for pupil progress and achievement, by working closely with Heads of Care and Achievement to ensure the work of every Year Team is of the very highest standard in all areas.
- Motivate and equip colleagues, through the sharing of best practice, with the necessary skills and techniques to develop outstanding practice.
- Personally lead intervention as required, modelling approaches and coaching colleagues if necessary, to support them in developing their practice.
- Be responsible for whole school data, its oversight and analysis, and monitor pupils' academic performance including Value Added, Achievement and Attainment 8 and Target Setting, in each department and Year group.
- Ensure through leadership, that differentiation is embedded into every department and lesson to maximise the progress of Pupil Premium, FSM, LAC and other disadvantaged pupils, so they perform in-line with, if not above, expectation.
- Monitor the behaviour of all pupils and work with colleagues on Behaviour for Learning to support teachers, Heads of Department, Heads of Care and Achievement and Heads of School to facilitate the raising of standards.
- Work constructively with Heads of Department and Heads of Care and Achievement to tackle underachievement and raise standards.
- Ensure data is presented in a manner that is easily understood, actionable and helpful to all staff.
- Work collaboratively and creatively with department heads and individual faculty to ensure that the level of challenge and engagement in each department, meets the needs of all pupils.
- Engage departments in regular ongoing review and evaluation of the curriculum, including; maintain an up-to-date knowledge base and familiarity with policy, issues and research areas.
- Support and encourage the professional development of departmental members in terms of: knowledge of their subject areas; teaching-related skills; advising-related skills; familiarity with the specific skills related to successful teaching; and pursuing new subject interests.
- Work with the Head to help departmental and Year Teams solve problems. Listen actively to individual and collective concerns and seek solutions.
- Make recommendations to the Head regarding the hiring, retention, and assignment of staff.
- Take leadership responsibility for parent communications (written, printed, and online) and provide information and excitement regarding teaching, learning and the activities available to pupils.
- Listen and respond to individual parent concerns. Help parents to solve their problems to the extent possible and appropriate.

Curriculum

- Oversee the evolution of a whole-school curriculum model that is innovative, embeds 21st century skills and progresses in difficulty, content and challenge to fully prepare students to excel at GCSE level and beyond
- Ensure that schemes of work, at all phases of the school, employ a shared approach to pedagogy, are fully planned, implemented and annually reviewed in accordance with the latest changes to the National Curriculum
- Ensure that pupils' basic skills for learning (linguistic; mathematical; scientific; technological; human and social; physical; aesthetic and creative) and study skills are at a particularly high level in most/all areas of learning, and are effectively applied by pupils to other areas

- Be responsible for all aspects of the curriculum, its planning and delivery.
- Produce and maintain a curriculum map.
- Track and manage all forms of target setting and assessment across the curriculum.
- Ensure through transition, pupil progress is maintained and that the level of challenge offered by the curriculum is sufficient, building upon prior learning.

Teaching

- Be a lead teacher, sharing exemplary practice, an advocate for school policy. As a lead teacher deliver consistently good or better lessons.
- Be an advocate of the Woldgate Lesson Structure.
- Be an advocate of Woldgate Behaviour for Learning strategies.
- Develop a central resource for all Heads of Department that includes resources that can easily be adapted, to help colleagues lead effective departments.
- Ensure the classroom environment in every room, is a warm, smart, welcoming, stimulating and an exciting place to learn.
- Model outstanding teaching and coach colleagues.
- Lead the professional development of all Heads of Department and Heads of Care and Achievement and support staff.
- Induct new Heads of Department and Heads of Care and Achievement.
- Have oversight of the Staff Appraisal and Performance Management Process with regard to middle leadership.
- Work with the Head of Personnel to support colleagues, deal with informal or formal complaints and also to offer challenge if necessary to improve classroom practice.
- Lead all of the above areas at school and Trust level.

Care

- Promote and lead on Behaviour for Learning.
- Be an active, effective, visible and friendly presence in all areas of the school.
- Lead a duty team on a daily basis before school, at lunchtime and after school.
- Develop, maintain, and lead the culture of the school as a learning community and its educational programme in accordance with the school's mission.
- Take a primary role in promoting learning, building a sense of community, and meeting the academic, aesthetic, and affective needs of pupils.
- Develop and articulate a vision and identity for the school with the agreement of the Headteacher that engages pupils, teachers, and parents.
- Support by personal example: decision-making, policy implementation, and the sustaining of an orderly, and engaging school environment in which learning and the pursuit of social justice thrive. Maintain a stimulating school environment that supports and reflects high pupil, departmental, and staff morale.
- Play an active leadership role in articulating and implementing the school's relationship with parents: be comfortable and successful as the primary communicator of policies, rules, and expectations to establish a productive parent-school relationship; make sure that appropriate information is shared on a timely basis; be as available as possible to meet with individual parents to resolve questions and conflicts proactively in a manner that places the highest value on the collective interests of the school community while giving the greatest possible attention to the interest and concerns of the individual pupil.
- Take a leading role in anti-bias work, conflict resolution, and dealing with routine and extraordinary issues as they arise.
- Promote goals, initiatives and policies in line with the school's Strategic Plan.
- Oversee the accurate and timely maintenance of records and transcripts.
- Work collaboratively with the Head to ensure he is informed about the school's general programmes, activities, and problems.

- Work effectively and collaboratively to establish, develop and improve 'The Friends of Woldgate'.

Pupils

- Drive excellent pupil progress in the short-, medium- and long-term, with increasingly challenging material and pupils' success in meeting targets evident in work scrutiny, observations and through half-termly data capture;
- Eliminate significant differences in the rates of academic progress between groups of pupils or areas of learning;
- Ensure highly productive pupil engagement and participation in lessons from all groups of pupils, both individually and collaboratively;
- Lead the Pupil Council under the leadership of the Head of Citizenship.
- Listen to and respond substantively to pupil concerns on a timely basis.
- Support pupils in their efforts and achievements in academics, the arts, sport, and community service.
- Cultivate pupil leadership and moral development. Oversee the effective ongoing development of Subject Ambassadors in helping departments reflect and improve their practice.
- Oversee and lead daily operations and ongoing events
- Take leadership responsibility and accountability for the smooth, efficient, and friendly operation of the school on a daily basis.
- In collaboration with the Head of Administration and Operations, make sure that pupil schedules, departmental schedules and the scheduling of visits are maximally free of conflicts within the bounds of the overall school's schedule.
- Organise special school events and create new opportunities to celebrate success.

Community, recruitment and budget

- Work collaboratively with the Head of Finance and the Head of Operations and Administration to formulate and monitor the operating budget for Standards and Action Research.
- Take a leadership role in articulating the strengths of the school to prospective parents, overseeing an effective professional development programme.
- Be an advocate for the school within the all-school community in developing and implementing policies, plans, and curricular changes and be mindful of the possible impact of such initiatives, intended or unintended, on the school's other areas.
- Communicate early and often with fellow SLT colleagues.
- Participate and lead meetings as required.
- Attend SLT meetings prior to and after school as directed.

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

The school operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disbarring and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed: _____

Post holder Dated: _____

Signed: _____

Line Manager Dated: _____

PERSON SPECIFICATION

JOB TITLE: **Assistant Head of Standards and Action Research**
 REPORTS TO: The Headteacher
 SALARY: L8 – L12

Qualifications and Experience:	Essential	Desirable
Qualified Teacher Status	✓	
Degree	✓	
Evidence or recent, relevant and continued professional development	✓	
Enhanced DBS	✓	
Further recent qualifications relating to education, management, school leadership		✓
Proven experience as a successful Assistant Head or Head of Department	✓	

Professional knowledge and understanding, skills and attributes:	Essential	Desirable
Experience of working in more than one school		✓
A minimum of 5 years teaching experience		✓
Substantial knowledge and understanding of teaching and learning at KS3,4&5	✓	
Experience of improving the standards of teaching and learning through use of pupil performance data	✓	
Experience of working with children identified as being vulnerable to underachievement and ensuring improvements for these children	✓	
Curriculum and/or pastoral leadership demonstrating a measurable impact on standards of teaching/learning or pupil well-being	✓	
Experience of delivering high quality CPD to others	✓	
Experience of line management and performance appraisal	✓	
Experience of working with School Governors		✓
Experience of working with outside agencies and community links		✓
Experience of financial management		✓
Experience of personnel issues		✓
To think strategically and support the Headteacher in building and delivering a coherent direction for the school	✓	
Excellent interpersonal skills	✓	
Involvement in school self-assessment and school improvement planning	✓	
A clear and profound understanding of the principles and strategies that promote the highest quality teaching, learning and pastoral support	✓	
Current knowledge and understanding of the national education agenda	✓	

Experience and understanding of school data analysis and the ability to use data to set and achieve targets for improvement	✓	
The knowledge of collaboration with other schools		✓

Personal skills/attributes:	Essential	Desirable
Work as part of a high performing team	✓	
Communicate effectively both orally and in writing with a wide range of audiences	✓	
Maintain and further develop the excellent relationship that exist between school , the staff, students, parents, Governors and the wider community	✓	
Successfully inspire, lead, manage and motivate staff and students to maximise their potential	✓	
Reliability, integrity, credibility, loyalty a sense of perspective and humour	✓	
Commitment to promote the caring community ethos of the school and its teamwork approach	✓	
Ability to lead people appropriately with sensitivity, empathy and compassion to support the effective operation of the school	✓	
Ability to deploy a range of leadership skills appropriately	✓	
Demonstrate self-management including time management, working under pressure and meeting deadlines	✓	
Ability to manage and resolve conflict effectively and sensitively	✓	

Note - This person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

How to apply

If you would like to apply for this vacancy, please download a teaching staff application form from the school website.

Applications should be returned to **Jo Brighton** Head of Personnel and Staff Wellbeing, Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York. YO42 2LL or via email to jbrighton@woldgate.net

CLOSING DATE: Friday 23rd February 2018 at 5pm

Interviews are scheduled to take place

Week commencing 5th March 2018

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Staff Information

Senior Leadership Team

Headteacher – Mr Jonathan Britton

Deputy Headteacher – Ms Irie Grant

Assistant Headteacher – Mr Luke Sloman (Head of Lower School)

Assistant Headteacher – Ms Amanda Longstaff (Head of Upper School)

Assistant Headteacher - Mrs Katy Lawson (Head of Sixth Form)

Assistant Headteacher - Mr Philip Johnson (Director of Studies for English)

Assistant Headteacher – Mr Kieran McCausland (Director of Studies for Mathematics)

Assistant Headteacher – Mr Robert Jones (Director of Studies for Science)

Assistant Headteacher – Mr Martin Trevaskiss (Director of Holistic Education)

Assistant Headteacher – Mrs Coppelia Webster (Professional Tutor)

Assistant Headteacher – Mrs Sarah Geary (Head of Inclusion)

Key Contacts

Head of Personnel and Staff Wellbeing, Jo Brighton 01759 302395 email jbrighton@woldgate.net



Child Protection Policy

Woldgate School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.

- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

How to Find Us

**Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York.
YO42 2LZ Tel: 01759 302395**



A. From Hull - Take the A1079 including the by-passes of Beverley and Market Weighton

1. Take the right hand fork from Pocklington at the Yorkway Hotel
2. Take the 3rd exit from the roundabout; past the Rugby field on your right
3. Turn right at the B1246 signposted Warter, Driffield, Bridlington
4. Woldgate School is the last building on the right as you leave the town.

B. From Humber Bridge - Take the Westward route towards Leeds along the A63

1. Leave the A63 at the slip road and bridge over signposted for Market Weighton, Bridlington
2. Pass through villages of South Cave and Sancton
3. Turn west at Market Weighton bypass, A1079 towards York
4. Follow instructions A3, A4, A5

C. From Leeds - Take A64, York by-pass towards Scarborough

1. Leave A64 at Grimston Bar roundabout signposted York, Bridlington, Hull
2. Exit from roundabout onto A1079 towards Hull
3. Twelve miles approximately along A1079 after Pocklington Industrial Estate, turn left for Pocklington, just after Bonds International.
4. Pass Pocklington School on left, at roundabout take 3rd exit past bus station, fire station
5. Take the first exit from the roundabout
6. Follow instructions A4, A5

D. From North-East England - Take A19 southwards until Northern by-pass of York

1. Follow signs for Hull, Bridlington
2. At A64 turn West for Leeds
3. Follow instructions C2, C3, C4, C5, C6

E. From Scarborough, Bridlington - Follow sign from Driffield

1. By pass Driffield along North and West side
2. Leave by pass where signposted for M62, Market Weighton
3. At Bainton roundabout take second exit along B1246 towards North Dalton, Warter, Pocklington.
4. Woldgate is the first building on the left as you reach Pocklington.