



Welcome from the Chair of Governors

Dear Colleague,

Thank you for your interest in the post of Assistant Headteacher (Pastoral) at Chauncy School. The post will become vacant in September 2024 when the current Deputy Headteacher and pastoral lead becomes the new Headteacher of the school, having led the school through 20 years of sustained development and success in student achievement, pastoral care, safeguarding and wellbeing.

We are looking to appoint a Pastoral Assistant Headteacher to join the Chauncy School Senior Leadership Team in September 2024. This post is equally suited to those seeking their first Assistant Headteacher post or existing Assistant Headteachers seeking a new challenge.

All of our work is focused on promoting student achievement. We are the Ware School and the majority of students live within 3 km of the school. Chauncy is a great place to work and study. We are committed to the safety, happiness and success of the students and staff. Most teachers appointed during the last 10 years of significant growth have trained with us. There is a consistency of approach, particularly in teaching and learning.

Chauncy School is in an extremely strong position. It is financially secure, academically successful, fully staffed by highly motivated specialists and populated by young people who appreciate that staff dedicate their working lives to their success. That Chauncy has received consecutive Ofsted Outstanding grades is unusual for a school that actively welcomes students of all abilities. This poses particular demands upon a new senior team taking on the leadership of this amazing school at a key point in its development.

I look forward to receiving your application.

Miles Ambler (Chair of Governors)

Our School

Chauncy is a popular, oversubscribed, successful school at the heart of Ware.

We are purposeful, forward-looking and determined to continue to be great. Students tell us that they feel safe and valued and Ofsted noted that their conduct is outstanding, encouraging exceptional opportunities for teaching and learning. Students at Chauncy are excited about their learning.

There is a passionate commitment by staff to inspire through excellent teaching. The strength of relationships between staff, students and parents has been vital in providing challenge and support, promoting achievement.

We have a tradition of academic success founded on students' ambition, belief in themselves and a school ethos that seeks to praise and reward all achievement. Promoting student achievement is at the heart of everything we do. We welcome students of all abilities and teach them in different groups from the start of Year Seven according to their academic needs. There is no limit to what our students can achieve with parental support, excellent facilities and superb teaching.



Aims

Chauncy School is committed to promoting student achievement.

Our aims are:

- to provide inspirational teaching and learning, underpinned by a broad, ambitious, responsive and dynamic curriculum
- to welcome students of all abilities, enabling each one to enjoy learning and achieve their very best
- to be a learning centre within our community
- to enable young people to become confident individuals who live safe, healthy and fulfilling lives



Key Information

Status	ACADEMY
Last Ofsted	16/07/2023
Ofsted Judgement	Outstanding
Forms of Entry	10
Year Established	1972
Type of School	Secondary
Age Range	11 - 18
Number of Students on Roll	1463
Number of Students in Sixth Form	258
% of SEND Students	17.7%
% of EAL Students	4.2%
% FSM Students	16.9%
% of student Premium Students	17.6%
School Website	www.chaucyschool.com



The Opportunity

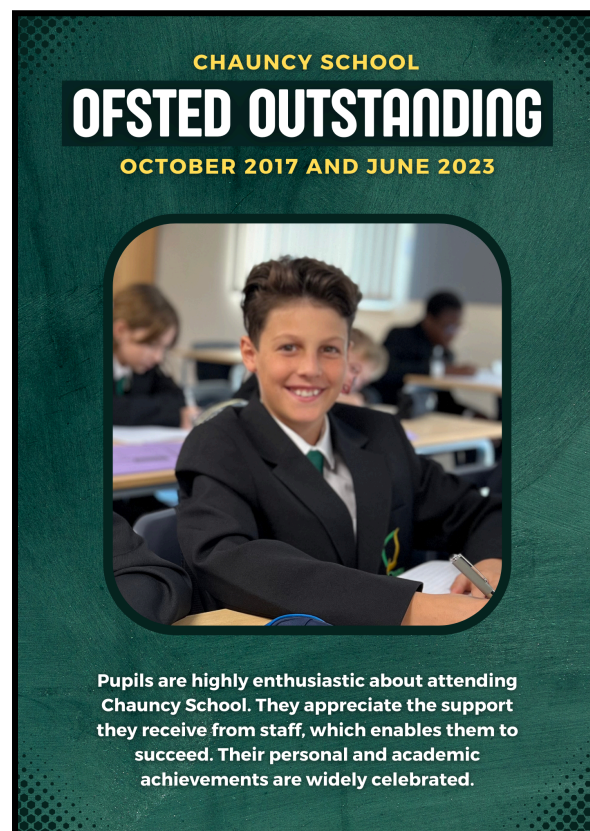
Chauncy School is seeking to appoint a visionary and ambitious leader to fulfil the role of Assistant Headteacher (Pastoral). This role presents an exciting opportunity for somebody to join our senior team and contribute to our outstanding provision, leading and shaping the pastoral development of the school.

Strong leadership and strategic vision should be accompanied by pastoral experience. The post holder will ensure that all students in our school excel, regardless of their starting point.

The successful candidate will be committed to facilitating the ambition of the students we serve and ensuring that all students are provided with every opportunity to exceed their potential.

The successful candidate will be relentless in ensuring that we have a positive learning environment so that everyone in our school flourishes.

Candidates should pay attention to the job description and person specification and state in their Supporting Statement proven experience, showing evidence of the outcomes of their work and how they would make a significant contribution to the future success of Chauncy School.



Pupils are highly enthusiastic about attending Chauncy School. They appreciate the support they receive from staff, which enables them to succeed. Their personal and academic achievements are widely celebrated.

Job Description

Assistant Headteacher (Pastoral)

Post Title	Assistant Headteacher
Purpose	<p>The assistant headteacher will support the headteacher and deputy headteacher in:</p> <ul style="list-style-type: none">• Communicating the school's vision compellingly and supporting the headteacher's strategic leadership• The day-to-day management of the school• 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 meeting the school's aims and objectives <p>They may also be required to undertake any of the duties delegated by the headteacher.</p>
Qualities	<p>The assistant headteacher will:</p> <ul style="list-style-type: none">• Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct• Build positive and respectful relationships across the school community• Serve in the best interests of the school's students
Reporting to	The Headteacher
Liaising with	Governors, Headteacher, Senior Leadership Team, teaching and support staff, external agencies, students and parents/carers
Working Time	The assistant headteacher will have a timetabled teaching commitment of 50% complying with the Teachers' Standards and modelling best practice for others.
Salary/Grade	Leadership Pay Spine: £63,189 - £69,705 L12-L16. Salary depending on experience.
Disclosure Barring Service	Enhanced with Barred List Check

MAIN DUTIES	
Strategy	<p>This is a challenging role and one that is ideal for an outstanding teacher who is able to demonstrate leadership that effectively challenges, supports and develops the learning and achievement of all students and staff daily. The post will involve playing a full part, in collaboration with the Headteacher, Senior Leadership Team, Safeguarding Team, Pastoral Team and SEND Team in the management of the school and learning across the school; ensuring that appropriate professional development takes place across the school that embeds outstanding practice in relation to pastoral care, safeguarding, wellbeing, teaching and learning and the raising of standards. This will include the following strategic areas of leadership:</p>
School culture and behaviour	<p>Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> ● Create a culture where students experience a positive and enriching school life ● Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life ● Ensure a culture of staff professionalism ● Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in the school ● Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy ● Encourage high levels of student attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
Pastoral	<p>The assistant headteacher will:</p> <ul style="list-style-type: none"> ● Establish and implement whole-school systems for student wellbeing ● Conduct student voice surveys to ensure they feel happy and safe in school, championing the importance of student voice to other members of the senior leadership team (SLT) ● Provide staff with training and support so they can play a part in enhancing students' personal development ● Promote and evaluate the effectiveness of the school's behaviour policy and strategies ● Monitor student attendance and ensure it is continuously improving ● Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies <p>Specific Pastoral Responsibilities:</p> <p>Lead and manage the Pastoral Team</p> <ul style="list-style-type: none"> ● Learning Coordinators ● Pastoral Support Officers ● Primary Liaison Coordinator ● SEND Liaison staff <p>Leading on school behaviour</p>

	<ul style="list-style-type: none"> • Staff training and in year updates • Managing lunchtime detention rotas • Managing after school detention rotas • Organising Suspensions and Permanent exclusions • Managing individual and complex cases • Liaison with external agencies including Rivers ESC, police and LA • Multi-agency work <p>Responsible for Rewards and Praise system</p> <ul style="list-style-type: none"> • Chauncy Awards weekly bulletin • Managing BehaviourWatch online system • Managing staff with difficulties with setting rewards <p>Responsible for creating and updating pastoral policies</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Behaviour Policy • Attendance Policy • Preventing and Dealing with Racist Incidents Policy • E-Safety Policy <p>Attendance and Punctuality</p> <ul style="list-style-type: none"> • Managing the school attendance system • Managing punctuality detentions • Liaising with Attendance Improvement Team <p>Designated Senior Lead role for Child Protection and Safeguarding</p> <ul style="list-style-type: none"> • Be the lead role in the school for Safeguarding and Child Protection • Attend meetings with Deputy DSLs • Monitor Records of Concern • Make referrals and respond to requests for information from Children's Services, Police and other agencies • Managing multi-agency work <p>Overview of Child Looked After and PEP system</p> <ul style="list-style-type: none"> • Liaison with Virtual School • Complete PEPs for each CLA child • Attend PEP and CLA meetings as required <p>Organising Duties, Detentions and Assemblies</p> <ul style="list-style-type: none"> • Maintain daily bulletin • Organise rotas • Update duty lists termly and according to new staff joining \ leaving • Manage Senior Duty Team • Manage whole school assemblies
--	---

Teaching, curriculum and assessment	<p>Under the direction of the headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> ● Establish and sustain high-quality teaching across subjects and phases, based on evidence ● Ensure the teaching of a broad, structured and coherent curriculum ● Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities ● Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum
Additional and special educational needs and disabilities (SEND)	<p>Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> ● Promote a culture and practices that allow all students to access the curriculum ● Have ambitious expectations for all students with SEN and disabilities ● Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate ● Make sure the school fulfils statutory duties regarding the SEND Code of Practice.
Organisational management and school improvement	<p>Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> ● Establish and oversee systems, processes and policies so the school can operate effectively and efficiently ● Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care ● Ensure rigorous approaches to identifying, managing and mitigating risk ● Ensure effective use of budgets and resources ● Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context ● Make sure school improvement strategies are effectively implemented
Staff management and professional development	<p>Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> ● Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance ● Manage staff well, with due attention to workload ● Ensure staff have access to appropriate, high-standard professional development opportunities ● Keep up to date with developments in education ● Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership	<p>Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> • Work with the governing board as appropriate • Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties • Work successfully with other schools and organisations • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students
Assessment	<p>The assistant headteacher will:</p> <ul style="list-style-type: none"> • Lead on the whole-school assessment strategy, ensuring it's rigorous, well-evidenced and is easy to communicate to students and parents/carers • Track and analyse student performance data, paying particular attention to disadvantaged groups such as those eligible for the student premium, those with SEN and disabilities, or who speak English as an additional language (EAL) • Plan and implement interventions for those students who aren't progressing • Provide training and support for teachers and support staff on administering the assessment system effectively
<p>Other Specific Duties:</p> <ul style="list-style-type: none"> • to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example • to promote actively the school's policies • to continue personal, professional development • to actively engage in the school's self-review and evaluation processes • to actively engage in the school's Appraisal of Performance processes • to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • to attend meetings as determined in the meetings policy and as directed by the Headteacher to undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above • to comply with the school's procedures concerning safeguarding and to ensure that training is accessed 	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>	

Person Specification

Specific knowledge, experience and technical skills	
Criteria	Essential or Desirable
1. Evidence of successful experience in a senior leadership role or involved in whole school development.	Desirable
2. Proven ability in building and leading a staff team, including delegation and effective follow-up.	Essential
3. Evidence of successful experience in developing initiatives and managing change, generating enthusiasm for new ideas with staff and students.	Essential
4. Proven ability to lead through modelling exemplary practice.	Essential
5. Knowledge and experience of current good practice in education provision.	Desirable
7. Knowledge of how to provide effective pastoral support for students and families.	Essential
8. Proven ability to engage effectively in multi-agency working.	Essential
9. Chauncy School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	Essential
Personal Attributes	
1. Open to giving and receiving positive and developmental feedback.	Essential
2. Resilient and dedicated in the face of challenges.	Essential
3. Able to work effectively under pressure and to keep to specified deadlines.	Essential
4. Ambitious about providing high-quality pastoral care for all students.	Essential
5. Ambitious about promoting student achievement across the school.	Essential
6. Celebrates difference and is committed to Equality of Opportunity for all.	Essential
7. Able to analyse situations, prioritise for self and others and help to implement realistic solutions.	Essential
8. Committed to being evidence-informed and keeping up to date with current educational and leadership thinking.	Essential

9. Able to inspire with confidence and communicate effectively with all stakeholders in a variety of contexts.	Essential
10. Demonstrate a flexible approach to a variety of issues and a willingness to listen to others, resolving conflict through negotiation.	Essential
11. Commitment to parental partnership in education and developing links between school, home & the community, providing advice to families in a clear and positive manner.	Essential
12. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	Essential

CHAUNCY SCHOOL

OFSTED OUTSTANDING

OCTOBER 2017 AND JUNE 2023



Teachers have strong subject knowledge and are highly skilled in questioning pupils. They check knowledge, promote thinking, and encourage discussion. If there are gaps in knowledge, these are identified, and teachers adapt what they are doing to help pupils close them.

How to apply

Before making an application please read the Guidance Notes on the Application Form, particularly sections relating to safeguarding and data protection.

Safeguarding

Chauncy School is committed to safeguarding children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS with Barred List check followed by safeguarding training as part of their induction.

Application Process

To apply, please address your application to Mr. Steve Walton (Deputy Headteacher). Send your completed **Application Form**, along with your **Equal Opportunities Monitoring Form** and **Supporting Statement** to Karen Baker (Admin Manager) via jobs@chauncy.org.uk.

Your **Supporting Statement** should be no more than 2 sides of A4 paper, font size 11, **stating your proven experience, showing evidence of the outcomes of your work and how you would make a significant contribution to the future success of Chauncy School.**

Closing Date

Applications must be received by **no later than 12 noon on Monday 15th April 2024.**

Shortlisting

Shortlisting will take place on **Wednesday 17th April 2024.** Candidates will be informed by **Friday 19th April 2024.** Please provide an accurate e-mail address as well as daytime and evening numbers so that we can contact shortlisted candidates.

Interviews

Interviews will take place on **Tuesday 23rd April 2024.**

Additional Information

School visits will take place on **Monday 25th March 2024 and Tuesday 27th March 2024, 10.30 am – 12:30 pm.** Please contact **Karen Baker** (Admin Manager) on 01920 411200 or e-mail jobs@chauncy.org.uk if you wish to book a school visit.