



ASHLYNS SCHOOL

Aspire & Achieve



Deputy Headteacher Recruitment Information

September 2021



Thank you for your interest in the post of Deputy Headteacher at Ashlyns School.

The information included in this pack will give you an insight into our school - the high aspirations we have for our students and the excellent support and opportunities given to Ashlyns staff. [View our Prospectus here.](#)

Ashlyns is a popular and oversubscribed school. We became a full secondary school in September 2013 following the re-organisation of the education provision in Berkhamsted, and now have over 1,400 students. The school has undergone significant refurbishment in recent years, notably following our expansion to eight forms of entry in September 2017. This is an exciting time to join our school and make your impression as we continue to grow and build on our success.

The school was rated 'Good' by Ofsted in May 2018 and is focused on continuous improvement, with the aspiration to be rated 'Outstanding'. [View our Ofsted report here.](#)

Ashlyns is a thriving school with a rich heritage. Originally established for the most vulnerable in society, the school continues to emphasise the traditional values of respect, honesty and hard work. These values, combined with high expectations, innovation and creativity, mean that Ashlyns is a school which encourages and helps students to develop and make the most of their abilities and interests.

If you want to provide outstanding learning opportunities for students within a forward-thinking, hard-working school community, we would like to hear from you. We welcome visits from prospective candidates prior to application; please see contact details at the end of this pack.

James Shapland
Headteacher

Julie Laws
Chair of Governors



Aspire and Achieve

- In our recent staff survey, 100% of Teaching Staff are proud to work at Ashlyns School and of what the school does
- Strong track record of staff development
- Strong leadership at all levels
- Supportive and ambitious board of governors
- Friendly, supportive and collaborative staff
- Popular and oversubscribed: “Pupils are incredibly proud of their school and clearly enjoy attending” (Ofsted 2018)
- Excellent behaviour for learning: “Pupils work diligently, reflectively and with enthusiasm. Teachers consistently create and sustain trusting relationships” (Ofsted 2018)
- Excellent outcomes at KS4 and KS5 (the data below is from 2019, the last date when externally validated results were published)
- Above Average Progress at KS4 +0.37; Above Average Progress at KS5 +0.20
- KS4: 84% students achieved grades 9 – 4 in English (national 67%)
- KS4: 75% students achieved grades 9 – 4 in Maths (national 60%)
- KS5: 60% of A Level entries graded A* to B
- KS5: 94% of applicants secured a place at their first or second choice University
- Thriving Student Ambassador and Leadership Programme - Sports Leadership Academy of the Year
- Superb extra-curricular opportunities including World Challenge, Duke of Edinburgh, music concerts and trips abroad (skiing, MFL, sports and music)
- A magnificent 40+ acre site blending impressive Georgian style buildings with modern development, most recently a new Sixth Form Block and state of the art gym

Person Specification

The Governors are looking for an exceptional leader to play their part in driving and shaping the future of Ashlyns School. Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- excellent pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well- rounded individuals ready to take their place in the world

Personal Qualities

- A passion for helping young people develop and learn
- Integrity in relation to their own and the school's practice
- Decisive, consistent and focused on solutions
- Dedication to school improvement
- A positive, professional role model for staff and students
- An effective self-manager who can prioritise and adapt as required
- Self-reliant and independent worker
- Someone with high expectations of themselves and others
- An ability to complete tasks to a high standard
- Enthusiastic and hard-working
- Reliable, honest and trustworthy, demonstrating highest professional standards
- Resilience and perseverance
- Reflective and self-evaluative – individually and within the context of a team
- Energy, drive and a sense of purpose
- Able to maintain focus and perspective at all times and overall
- Flexible and adaptable to suit the school's needs
- Creative and innovative
- A good listener and communicator
- A commitment to continuous learning

Professional and Leadership Skills

- The ability to inspire, challenge and motivate others – both staff and students
- Outstanding presentation and communication skills
- An excellent team player
- The ability to think and act strategically at whole school level
- Highly tuned ability to analyse and use information to drive school improvement
- Excellent problem solving
- Outstanding classroom practitioner
- Clear vision for raising standards
- Ability to complete tasks to a high standard with attention to detail
- Readiness to identify and respond to new challenges with good judgement and perseverance
- To lead by example and provide support and challenge to others
- Well-developed sense of school advocacy

Knowledge and Experience

- At least 3 years' experience at senior leadership level
- Understanding of key educational issues/change, combined with the ability to lead and co-ordinate their effective implementation
- Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement
- A record of sustained progress in learning, with improved outcomes for students
- Successful line management of key areas of responsibility and holding others to account
- Experience of developing quality assurance programmes and evidence of successful outcomes
- Experience of effectively working with others including parents, governors and external agencies

Qualifications

- Graduate and Qualified Teacher Status
- Evidence of continued professional development at senior leadership level

Obviously, the attribute table is not exhaustive. We are looking for the right person who will work incredibly hard and have the drive to help shape the future of Ashlyns School.



Job Description

Post Title:	Deputy Headteacher
Salary:	Leadership 19 to 23
Responsible to:	The Headteacher
Responsible for:	Line management of a number of departments and areas associated with the duties below

Purpose of Post

- To provide excellent leadership and high quality management, enabling the school to realise its strategic intentions as determined by the Governors and Headteacher
- To support the Headteacher in securing the improvement and success of the school
- To deputise for the Headteacher when required

The purpose of this job description is to outline the generic professional responsibilities associated with the post. Securing the right person with the drive, ambition, motivation and leadership skills is our paramount objective. As detailed in the advertisement, there is flexibility in determining the specific roles and responsibilities.

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

Generic Professional Responsibilities for Deputy Headteacher

Strategic Development

- Work within the leadership team to help develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all
- Act as a key driver of development and change
- Take a lead role in developing and implementing a number of whole school improvement areas
- Lead and inspire others to make an impact on the educational progress of all students
- Act as a role model to promote the school's ethos and vision both within school and to our wider community
- Motivate and work with others to create a shared, high-expectation culture and positive climate
- Ensure creativity, innovation and other transformational activities raise standards across the school
- Communicate well with all stakeholders to secure the success of new initiatives

Leading, Learning, Teaching and Assessment

- Help ensure that all students have equality of opportunity and can work to their optimum
- Help ensure a consistent and relentless school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning
- Lead, develop, enhance and inspire the teaching practice of others
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum
- Implement strategies which ensure high standards of behaviour and attendance
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance and ensure effective corrective action and follow-up

Developing Others

- Build capacity amongst staff to deliver and sustain high quality outcomes
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence
- Play a significant part in ensuring that staff CPD needs are both identified and supported
- Coach and support the development of leadership and management skills in others
- Develop and lead INSET linked to your areas of whole school leadership
- Support effective planning, allocation, development and evaluation of work undertaken by teams and individuals
- Ensure clear delegation of tasks and devolution of responsibilities
- Develop and maintain a culture of high expectations for self and for others
- Regularly review own practice, set personal targets and take responsibility for own personal development

School Management

- Produce and implement clear evidence-based improvement plans and policies for the development of the school
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork
- Develop and promote policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice
- Deputise for the Headteacher and assist other members of the school's wider leadership group as appropriate
- Undertake specific, significant roles in the leadership and management of the school

Securing Accountability

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible
- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately
- Contribute to the monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings
- Contribute to the relevant sections of school self-evaluation and improvement planning
- Report to the Headteacher and Governors regularly and attend Governor meetings and various committees as directed

Working in Partnership

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development
- Develop communication both within the school and the wider community
- Build a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind
- Ensure learning experiences for students are linked to and integrated with the wider community
- Collaborate with other agencies (where appropriate) and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of students



Why Choose to Teach at Ashlyns School?

Ashlyns provides a well resourced, exciting environment for staff. We have well established, detailed schemes of work and a wide range of teaching resources for all courses. All teaching staff are issued with a Chromebook and we use G Suite for Education throughout the school. Our systems provide flexible working and a truly collaborative culture. As well as joining our experienced and close-knit team, there are other benefits that come with the role:

Health: Free use of on-site gym with weekly staff fitness sessions; Wellbeing support (*free access to mental health support, physiotherapy etc.*); Free annual flu jab; Dedicated and active Staff Wellbeing/Social Team (*with leadership focus on teacher workload and a coaching programme*), Excellent staff facilities (*ample on-site parking, large staff room, departmental offices*), Staff Occasional Day (the school usually schedules this annually)

Wealth: London fringe allowance payscale; Paid lunch duty available plus lunch allowance; Herts Reward Scheme (*savings at supermarkets, on leisure activities etc.*); Cycle to work scheme

Family: Children of Staff Admission Rule

Support: A talented team of support staff who provide expert, whole school support (*including Administrators, Teaching Assistants, Premises Staff, Mentors and Technicians*)



Sadiya Khatun, Teacher of English

I joined Ashlyns as an NQT and was welcomed into an experienced and supportive department. The mentoring and encouragement I've received in the early stages of my career have been invaluable and have shaped me as a teacher. Since then, I have become a Head of House, organised extra-curricular activities and delivered whole school Inset and training.



James Clark, Second in Maths

Since joining Ashlyns I have received mentoring and coaching to become a successful middle leader. I have also been able to develop my career by assisting in whole school data analysis. Ashlyns is a very cohesive and welcoming place to work - I thoroughly enjoy being part of the team.



Rebecca Kingston, Assistant Headteacher

I have been an AHT at Ashlyns for three years having been a Head of Faculty, and very much enjoy working as part of an extremely supportive and dynamic leadership team. The engagement and enthusiasm of our students and passion and commitment of our staff make it a school that I am immensely proud to be part of.



Our Georgian style, listed building is an impressive sight. Built in 1935 as a founding hospital, it is steeped in history; its very fabric has an ethos of looking after children. Our school has been used as the backdrop in films and TV programmes – most recently in the BBC’s ‘Call the Midwife’ and Netflix’s ‘The Crown’.

Ashlyns School is located on the edge of the market town of Berkhamsted in south west Hertfordshire, recently named The Sunday Times’ best place to live in the south east of England. Berkhamsted is surrounded by Chiltern countryside, is within easy reach of London (30 minutes to Euston by rail) and has great transport links with M25, M1 and A41. We have lovely staff accommodation for colleagues moving to the area, subject to availability, in our on-site lodges. Berkhamsted is easily commutable from many nearby towns including Aylesbury, Hemel Hempstead, Luton, St Albans and Watford.

Application Guidance

Candidates should be aware that there are 2 components to the application:

1. Online application form (including personal statement); CVs will not form part of the application process and should not be submitted.
2. Covering Letter: this should not exceed 2 sides of A4 (font size no smaller than point 10) and should be distinct from the personal statement within the application form.

Applications for the post of Deputy Headteacher should be received by 9am on Wednesday 14th April 2021. Interviews will take place on 26th / 27th April 2021.

When nominating referees, please provide a telephone number and email address. One of these must be the Headteacher of your current school, if you are currently employed as a teacher. Please note that, if you are shortlisted, your references will be taken up before the interview day.

If you are appointed, you will be required to complete an online Disclosure and Barring check. This post is exempt from the Rehabilitation of Offenders Act 1974; shortlisted candidates will be asked to complete a Criminal Records [Self-Declaration Form](#).

We would be delighted to show you around our school.

Please contact Jane Gaherty, PA to the Headteacher, on 01442 863605 to arrange a visit.

Ashlyns School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Records Disclosure from the Disclosure and Barring Service, along with other relevant employment checks, including overseas criminal background checks, where applicable. All new employees and volunteers will be required to undertake safeguarding training on induction which will be updated regularly in line with statutory guidance.

As an equal opportunities employer, Ashlyns School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Ashlyns School. We operate an anonymised shortlisting process.