

Information Pack

Assistant Principal (Pastoral)

Responsible to: Principal
Start date: 1st September 2024
Salary: L10-14 Inner London
Closing date: Thursday 28th March 2024, 12 p.m.

(Interviews will be held week beginning 15th April. The Trust reserves the right to interview and appoint a suitable candidate before the closing date.)

We are seeking to appoint an enthusiastic and innovative leader to join our experienced and successful Pastoral Team. The successful applicant will play a leading role in the strategic and operational development and implementation of our safeguarding, behaviour for learning and attendance strategies. They will lead by example and through the empowerment of the pastoral teams and individuals within it to ensure the school achieves an outstanding level of provision that creates the best possible environment for teachers to teach and pupils to learn.

We believe that all pupils have the potential to flourish, through great teaching and providing the right environment and opportunities. Our core values of aspiration, integrity, exploration and resilience underpin our mission and support our pupils to become happy, independent and confident young people. These drive all aspects of school life, from our high expectations for students, through to exciting opportunities to explore the world around us.

About The Charter School Bermondsey

The Charter School Bermondsey is an Ofsted "Good" (2022), four-form entry, mixed, 11-16 school that opened in September 2013. The school is located in a new state-of-the-art building, just a stone's throw from Bermondsey Underground and boasts fantastic spaces for staff and students, including modern science laboratories.

DfE [School Performance Tables](#) show a headline Progress 8 score of +0.29 compared to the National average of -0.03. This means our students, on average, made more than a quarter of a grade better progress across their curriculum than those with similar starting points nationally.

We support our staff with:

- Excellent opportunities for professional development including coaching and NPQs
- Providing a well-ordered working environment including centralised detentions so teachers can focus on teaching
- Regular opportunities for flexible working

The school is a member of The Charter Schools Educational Trust; home to seven Good and Outstanding schools including The Charter School North Dulwich, The Charter School East Dulwich & Charles Dickens Primary School.

Contact us!

For further information about the school, visit www.charterbermondsey.org.uk

If you have any questions or would like a call to discuss the role, contact us at recruitment@charterbermondsey.org.uk or 0203 542 6506.

How to apply

Our preferred method of application is via the TES website, however, you can also download an application form from our website.

NOTE: The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be sought, vetting undertaken and the successful applicant will need to undertake an enhanced Disclosure & Barring Service (DBS) check.

Role specific role responsibilities

- To embody the school's vision and values and practice collective responsibility as a member of the leadership team realising this vision.
- Provide strong leadership of behaviour for learning and attendance provision that is both uncompromising in expectations while responsive to the individual needs of pupils.
- Lead the development of high-quality systems and structures in line with best practice in outstanding schools.
- To ensure agreed systems are consistently implemented and meet school targets and statutory requirements.
- Set and establish new and innovative working practices across the school, using evidence-based research where appropriate to support new ideas.
- Communicate a compelling vision that leads to 'outstanding' practice across delegated areas of responsibility.
- Contribute to the school development plan, identifying and prioritising needs within the pastoral areas including those that impact on teaching and learning.
- Set and establish new and innovative working practices and pedagogic approaches across the school, using evidence-based research where appropriate to support new ideas.
- To monitor and evaluate the school's provision and communicate with the Principal, SLT, governors, teaching colleagues, parents and outside agencies as appropriate on its delivery.
- Lead and deliver CPD for staff.
- Model excellence in teaching and learning, providing opportunities for colleagues at all levels to observe best practice.
- Mentor and coach colleagues to ensure high standards of behaviour for learning are developed and maintained across the school.
- Build effective working relationships between pastoral and curriculum leaders and share good practice across the school.
- Ensure all safeguarding procedures and strategies for combatting extremism and promoting Britishness are implemented and take specific responsibility for this area as delegated by the Principal.
- Work closely with leaders with responsibility for Teaching and Learning to realise the wider strategic vision for excellence in behaviour and attendance.
- Lead the quality assurance of pastoral provision across the school.
- Use data effectively and strategically to identify and address areas for development.
- To contribute to the day-to-day operation of the school.
- Be adaptable as roles and responsibilities within the Senior Leadership Team rotate as required to meet the needs of the school.
- To undertake other specific management and leadership roles as directed by the Principal.

Team responsibilities

We expect all members of the school staff team to work together to:

- Support the school vision and objectives outlined in the school development plan.
- Actively foster the ethos and values of the school.
- Build an expectation of high achievement for all.
- Support the pastoral care of students.
- Help to create the best environment to promote and secure the achievement of students and staff.
- Have a sense of corporate responsibility for the outcomes of all students.
- Build a clear understanding of what outstanding provision looks like.
- Comply with and support at all times the school's policies and procedures on safeguarding of students.
- Contribute to the school's programme of enrichment activities.
- Work with the school's Health & Safety Policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Uphold and enhance the school's reputation by ensuring positive, courteous relations with students, parents, colleagues and other stakeholders.
- Engage actively in CPD for self and colleagues.
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school.
- Manage budget in line with areas of responsibility.
- Be proactive in ensuring appropriate allocation of resources and evaluate against outcomes.
- Undertake other duties commensurate with the role.

Leadership

- Lead by example, providing inspiration and motivation and embody stakeholders and wider community, the vision, purpose and leadership of the school.
- Take part in activities to monitor and evaluate the effectiveness of teaching and learning within the school, proactively engaging with peer observations and focus upon the raising and maintaining of standards and expectations.
- Provide leadership that secures the delivery of high standards and attainment for all students and be responsible for the organisation, management and control of your classes.
- Monitor, evaluate and intervene to ensure all students are working towards making expected progress.
- Encourage interaction and teamwork within and between teams, sharing ideas and new initiatives identifying new ways of delivering pastoral provision and contributing to wider CPD opportunities for staff.
- Challenge staff under-performance at all levels and ensure corrective action and follow up.
- Plan, chair and organise meetings as appropriate and as scheduled.
- Carry out any other reasonable duties and specific school-wide tasks as directed by the Principal.

Teaching and Learning

- Lead by example as a teacher, achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching.
- Provide highly effective teaching and learning opportunities within your subject area.
- Develop and promote the use of standard lesson planning and scheme of work templates, monitoring their use across the school.
- Take part in activities to monitor and evaluate the effectiveness of teaching and learning within the school, proactively engaging with peer observations and focus upon the raising and maintaining of standards and expectations.
- Create a learning environment that is positive, affirming and supportive.
- Keep up to date with creative and innovative practices in teaching and learning and use as appropriate.
- Contribute to the department programme/curriculum i.e. curriculum, standards, target setting, assessment and reporting.
- Ensure that the students enjoy a safe and healthy environment in which standards of behaviour support learning and the social development of students.
- Develop successful and inclusive approaches to teaching, including supporting students with special educational needs and disabilities and of the more able.
- Achieve a harmonious and supportive community through effective relationships with staff and students.
- Provide regular, written feedback in the form of a learning dialogue to students and ensure that they are given opportunities to react and respond to this feedback.

Communication and Partnership

- Communicate school's values, aims, policies and plans to staff, students and parents.
- Create, maintain and enhance effective working relationships with staff.
- Maintain an effective system of record keeping, reporting and communication with stakeholders to ensure accountability for your work.
- Help to ensure that good communications are maintained throughout the school.
- Ensure that parents and students are well informed about curriculum, attainment and progress and are able to understand targets for improvement.
- Look for and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities.
- Develop and encourage good relations between the school and the local and wider community.
- Work closely with other schools, locally, nationally and internationally.
- Represent the school at marketing and other external events.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

Person Specification

The person specification is related to the requirements of the post as determined by the job description.

Experience	
Essential	Desirable
<ul style="list-style-type: none"> Significant experience of secondary education Proven record of outstanding teaching and achieving excellent outcomes for students Proven ability to develop high quality pastoral systems and structures that impact on pupils' behaviour for learning Articulating and implementing a vision for how outstanding pastoral provision can be achieved Experience of successful pastoral intervention models Successful experience of monitoring and target setting to improve outcomes Experience in school self-evaluation Understanding of different models of support for students with additional learning needs Ability to effectively narrow the gap between disadvantaged and other students in the classroom Lead effective teams delegating with accountability Evidence of successfully using coaching and/or facilitation skills to bring about sustainable school improvements Commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> Experience of working in a school in an urban environment
Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Qualified to degree level Teaching qualification Right to work in the UK Leadership development CPD 	<ul style="list-style-type: none"> Higher qualification (E.g. MA)
Ability/skills	
Essential	Desirable
<ul style="list-style-type: none"> Able to make judgements about the quality of provision in whole school areas Well-developed interpersonal and communication skills (including written, oral and presentation) Excellent time management Desire to go "above and beyond" in improving outcomes for young people Excellent personal ICT skills Ability to analyse and respond strategically to data and adapt reports to different audiences Understanding of the Ofsted framework and its implications for schools Ability to motivate and inspire colleagues and pupils to be the best they can be A strong visible presence within the school, supporting staff and students to maintain excellent levels of behaviour 	

NOTE: This post is subject to an enhanced DBS check.