



**Assistant Headteacher  
(Teaching and Learning)  
Candidate Information**  
September 2024



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Inspiring lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL

## Welcome to Bournside

**People are at the heart of Bournside.** Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.



It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

I recommend you contact Clare Johnson, the Headteachers P.A., ([pa@bournside.gloucs.sch.uk](mailto:pa@bournside.gloucs.sch.uk)), before making your application. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. **The deadline for applications is 9:00am on Monday 26<sup>th</sup> February 2024. Interviews will be held Tuesday 5<sup>th</sup> & Wednesday 6<sup>th</sup> March 2024.**

I look forward to receiving your application to join us in **inspiring lives through learning**.

**Steve Jefferies**  
Headteacher



# CHELTENHAM BOURNSIDE SCHOOL

## Assistant Head

**Start date:** September 2024

**Salary:** L12-17

**Contract:** Full-time

An outstanding opportunity has arisen to join the Leadership Team of Cheltenham Bournside School.

We are an established, highly successful 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study in our 360 student sixth form. Our Progress 8 score for 2023 is +0.52.

The postholder will be accountable for the quality of teaching and learning in the school. They will develop and oversee CPD and performance development for all colleagues and, through this, ensure an excellent quality of teaching and learning which inspires and promotes aspiration.

Cheltenham Bournside School has improved very quickly in the last few years; our students now make progress which is amongst that made by students in the best schools in the country. Key to that success has been a relentless focus on developing the expertise of our teachers through coaching, through constructive, targeted, non-judgemental learning walks and through an approach to developing teaching that is firmly rooted in up-to-date academic research.



**Applications by:**

**9am Monday 26<sup>th</sup> February 2024**

We are closely involved with local providers of Initial Teaching Training and the postholder will continue to develop and maintain these links whilst having overall accountability for the training, supervision and induction of both trainee and early career teachers.

Another central component of our rapid improvement has been – and continues to be – the daily visible presence of our senior leadership team as we reinforce expectations of behaviour. As a result of this, and a deliberate policy of “promoting the behaviours we wish to see”, behaviour in our school is very good. The postholder will need to be prepared to be part of this, reinforcing good behaviour through their presence in all areas of the school. As with any school, there are times when it is necessary to withdraw students from classrooms or de-escalate challenging situations and this, too, will be expected of the successful candidate.

As a large and proactive leadership team, we have the capacity to re-organise roles and responsibilities and so other leadership responsibilities will be assigned according to the experience and expertise of the successful candidate.

We won't make a recruitment on the basis of the subject you teach but the ability to deliver excellent lessons is a pre-requisite of a role which is all about ensuring teaching in Bournside is the best in the country.

This is a unique opportunity to join the senior team at a highly successful school which continues to go from strength to strength.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)





## Job Description

### Assistant Headteacher (Teaching and Learning)

**Post title: Assistant Headteacher**

**Responsible to: Deputy Headteacher**

**Salary: L11-L17**

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees

#### Key Accountability:

- To develop and oversee CPD and performance development for all colleagues and, through this, ensure an excellent quality of teaching and learning with inspires and promotes aspiration.

#### Specific responsibilities

- Accountable for the quality of teaching and learning in the school
- Accountable for Continual Professional Development for all colleagues including ITT, ECTs and support staff.
- Ensuring that the school's CPD is driven by the most up to date and relevant research and that this is disseminated effectively to colleagues.
- Keep up to date with developments in education and relevant research.
- Contribute to the quality assurance of teaching and learning, acting on its findings to further improve teaching and learning.

#### General responsibilities

- Lead by example, holding and articulating clear values, moral purpose, and focusing on providing excellent education for all students.
- Build positive relationships with all members of the school community, showing positive attitudes towards them.
- Work within the SLT in a way that is supportive of other members of the team.
- Support with the day-to-day management of the school including reinforcing of the school's behaviour policy where necessary.
- Work with political and financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development to meet own needs.
- Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
- Support an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Hold line managed staff to account for their professional conduct and performance.
- Work with the school's governing board as appropriate.
- To carry out any other reasonable duties requested by the Headteacher.

#### Other duties and responsibilities

To play a full part in the life of the school community, to support the school's aims and ethos and to encourage staff and students to follow this example.

The postholder may also be required to carry out other duties that the Headteacher may reasonably request.



# CHELTENHAM BOURNSIDE SCHOOL

## Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Assistant Headteacher (Teaching and Learning)

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in relevant subject or equivalent</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Masters Level Qualification or equivalent</li> </ul>
<b>Experience, understanding, and knowledge</b>	<ul style="list-style-type: none"> <li>• Leadership of a team and/or a significant whole school responsibility</li> <li>• An excellent classroom practitioner with the demonstrable ability to lead others to be excellent teacher</li> <li>• A passion for teaching and the ability to inspire others</li> <li>• A clear understanding of the up-to-date educational research</li> <li>• A strong academic background and subject knowledge</li> <li>• A confident and engaging presenter</li> <li>• A commitment to professional development</li> <li>• An understanding of the needs of pupils across the ability range</li> <li>• A teacher who can inspire and enthuse pupils and who uses a range of teaching and learning strategies for effective delivery</li> <li>• An understanding of how to assess pupil progress</li> <li>• An awareness of ways to raise pupil attainment</li> <li>• A commitment to safeguarding and the welfare of students</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of a large team</li> <li>• Membership of a school's leadership team</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills, oral and written</li> <li>• The ability to work well as part of a team, and to build trust and openness</li> <li>• Discretion, courtesy, honesty and integrity</li> <li>• Reliability, punctuality, diligence and good organisation</li> <li>• Attention to detail</li> <li>• A visible leader</li> <li>• Self-motivation and enthusiasm</li> <li>• Ability to work independently</li> <li>• Passion for education and young people</li> <li>• Evidence of commitment to professional development</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. Will Penny, Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

### Induction day

You will be invited to two induction days in the term prior to joining us. These two days of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Behaviour Code including rewards and sanctions
- Use of electronic registration and laptops
- Procedures in the Sixth Form
- School Leadership Structure – who to see for what
- Duties
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- Inclusion Support and SEN
- ICT
- Health and safety procedures
- Educational visit procedures
- Our school Library.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, instructional coaching, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Gold Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



# CHELTENHAM BOURNSIDE SCHOOL

## Employee Benefits Teaching Staff

### General

- Provision of all necessary IT equipment.

### Lifestyle and wellbeing

- Attractive salary and pension
- Significantly discounted electric car leasing through Octopus EV Salary Sacrifice scheme
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Café is open between 8:30am and 1:30pm every day.

### Professional development

- Every year, there is some disaggregated INSET time, resulting in additional holiday days per academic year
- Personalised CPD hours to develop areas specific to your practice and needs
- Support to complete further academic study and professional qualifications
- Access to high quality in-house and external leadership development programmes, tailored to a wide variety of levels of experience
- Membership of your subject association through your department
- Membership of the Chartered College of Teaching for ECTs
- A well-stocked CPD library.

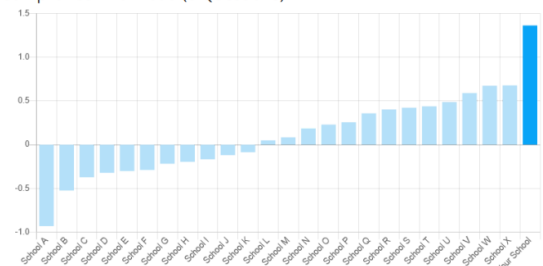
### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.

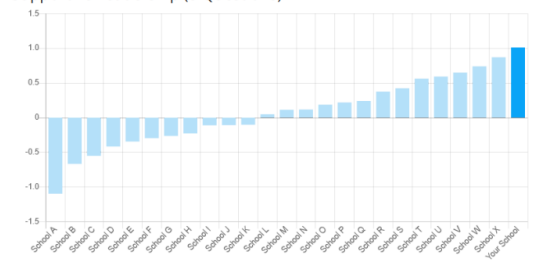
### What our staff say...

Our teaching staff completed a Teacher Development Trust working environment survey in September that compares the school to other similar schools – we are very proud of the results with Bournside being top of the categories surveyed – see below...

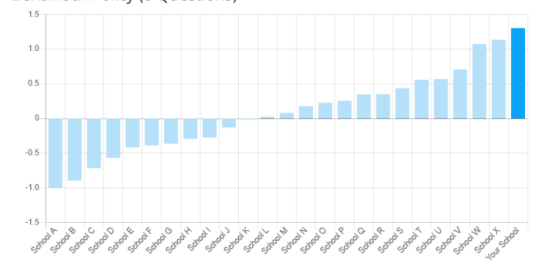
Compliance/ Workload (6 Questions)



Supportive Leadership (8 Questions)



Behaviour Policy (6 Questions)



The interpretation of the scores is:

- 0 is average
- +1 is one standard deviation above average, so very positive.





# We are...

## AMBITIOUS

We aim for the very best in all we do

## CURIOUS

We have enquiring minds and are not afraid of challenge

## PROUD

We celebrate everyone's effort and achievements

## PURPOSEFUL

We persevere to achieve our goals and aspirations

## RESPECTFUL

We care about each other and believe in equality and kindness

## SUPPORTIVE

We make a positive difference to each other's lives



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