



ASSISTANT HEAD OF SENIOR SCHOOL (ACADEMIC)  
Candidate Information Pack

Telephone: 01206 572544 Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)



# Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school. It has recently been inspected by ISI and has achieved two 'excellent' judgements in pupil academic achievement and pupil personal development.

This is an exciting time for prospective candidates as there is an ambitious strategy to further improve the quality of education in the Senior School. The post holder will play a key leadership role in implementing this strategy. If you have the experience of leading academic developments at a whole school level, we would encourage you to apply.

St Mary's is committed to providing every student with a first class 'all-round' education. If you share this vision for girls' education, we would be delighted to hear from you.

**NICOLA GRIFFITHS**  
Principal



# The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

The Lower School was ranked as the 12th highest performing Preparatory School in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School we see fantastic GCSE results each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.





## Job description

Job title:	Assistant Head of Senior School (Academic)
Reporting to:	Head of Senior School
Line management responsibility:	Faculty Leads, Data Manager
Hours:	Full-time, permanent
Start date:	January 2024
Salary:	Competitive with other small independent schools
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Discounted gym membership Employee Assistance Programme Benenden Healthcare (optional) Bike2Work Scheme Teacher's Pension Scheme

### Position Focus:

To provide leadership and management of the teaching, learning and progress of pupils in the Senior School.

The Assistant Head (Academic) will have responsibility for the quality of teaching and learning in the Senior School, quality assurance systems and processes, reporting and assessment, management of faculties, and ensuring outstanding progress for all students.

### Key Responsibilities:

- Ensure the highest quality of Teaching, Learning, Reporting and Assessment, alongside the monitoring, development and embedding of systems and procedures which maximise the progress and achievement of all pupils within the Senior School.
- Ensure school policies on teaching, learning, assessment and progress reflect best practice, and ensure that policies are adhered to by all Faculties and Departments.





#### Key Responsibilities (cont.)

- Lead, alongside the Data Manager and Examination Officer, the timely collection and analysis of school data, collation of reports, implementation of assessment systems, and planning of interventions based on data analysis.
- Communicate effectively with parents and pupils at key points across the years on matters pertaining to the responsibilities of the post.
- Lead an effective and innovative scholarship programme.
- Lead on timetabling across the Senior School with support from the Head of the Senior School.
- Lead on the allocation of cover with support from the Head of the Senior School.
- In addition to those professional responsibilities that are common to all teachers in the school, the post holder's key accountability will be in delivering the best possible standards of pedagogy, achievement, and progress across the Senior School.

#### a. Strategy & Leadership

- Contribute to the overall ethos and aims of St Mary's.
- Promote a clear vision for the Senior School's teaching and learning, and champion the centrality of outstanding pedagogy as the driver of progress for individuals, sub-groups and cohorts
- Contribute to strategic and operational developments within the remit of the role, presenting and preparing documentation as and when required.
- Under the direction of Senior Leaders in the Senior School, write, implement, quality assure and evaluate both the policies around teaching, learning and progress, and the efficacy of these at teacher, department and faculty level.
- Provide information for the governing body as requested; contribute to Governing Body reports and other meetings, as required.

#### b. Management

- Be responsible for the daily management of Faculty leads and the Data Manager
- Plan, implement and deliver an appropriate and progress-focused quality assurance strategy which used line management, learning walks, work scrutiny and other tools to measure, evaluate and enhance the quality of teaching, learning and progress of all pupils in the Senior School
- Performance management of specific staff as per the Development and Appraisal Matrix; holding them to account using KPIs where possible and ensuring they are supported to meet their targets.
- Under the direction of Senior Leaders in the Senior School, undertake the timely and efficient delivery of support plans and other interventions to ensure staff are equipped to deliver outstanding teaching, learning and progress.

### c. Teaching & Learning

- Under the direction of Senior Leaders in the Senior School, have responsibility for the effective delivery of the KS3 and KS4 curriculum so that pupils within the Senior School receive an innovative, creative and progressive learning experience
- Improve the quality of Teaching and Learning across the school to ensure that pupils are either on/above their academic targets
- Improve the school's value-added results at GCSE so that all pupil cohorts achieve higher than their baseline predictions
- Be aware of and show an active interest in emerging pedagogical approaches which are reflected in the school's pedagogy and practice
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- Lead, develop and enhance the practice of others by:
  - Modelling good practice in teaching and learning.
  - Delivering high quality CPD on teaching and learning, assessment and progress.
  - Ensuring the effective implementation of the school's appraisal and performance management procedures.
  - Ensuring quality assurance and monitoring systems deliver outstanding student progress and that faculty leads are held to account for the performance of students and the quality of teaching and learning in their areas of responsibility
- Ensure teaching and learning policies are deployed effectively across the Senior School to drive improvement in pupil attainment
- Ensure that SEND pupils and More able pupils (including scholars) receive appropriate support and extension from teachers and other staff to maximise pupil attainment
- Ensure scholars receive a thorough scholarship programme which helps to develop and nurture their talents

### d. Assessment, monitoring and student progress

- Under the direction of Senior Leaders in the Senior School, ensure assessment systems, tracking and use of data are utilised effectively across the Senior School and enable appropriate interventions to be implemented, and their impact measured, where appropriate.
- Ensure student data is used to plan targeted intervention across the Senior School.
- Ensure there is a rigorous, documented system of quality assurance for teaching, learning and student progress within the Senior School which drives improvement in line with targets set out in the School Development Plan and targets set in the 2023 ISI review.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend, those concerned will be consulted.



# Person specification

(E) = Essential

(D) = Desirable

## Education/Qualifications/Training

- Education to degree level in relevant subject (E)
- Teaching qualification, e.g. QTS, PGCE (E)
- Further teaching qualification e.g. NPQSL or MEd (D)
- Evidence of continued career development (E)
- A keen interest in pedagogical research (E)

## Skills & Experience

- Experience of teaching across age and ability range (E)
- Experience of teaching English or Science (D)
- High level of ICT literacy (E)
- Experience of managing a large department or faculty in an educational setting (E)
- Advanced interpersonal skills and the ability to cultivate positive and effective relationships with all key stakeholders (E)
- Ability to manage own time effectively (E)
- Organising and prioritising work and the ability to respond quickly to unexpected changes in priority (E)
- Well-developed verbal and written communication skills with good standards of literacy, spelling and grammar (E)
- Experience of leading academic developments at a whole school level (E)
- Experience of timetabling (D)

## Personal Characteristics

- A high degree of professional judgement, common sense and initiative (E)
- Accuracy and attention to detail (E)
- Analytical thinking and problem solving (E)
- Emotional resilience (E)
- A positive attitude (E)
- Willingness to commit to the St Mary's School ethos (E)
- An ability to self-evaluate (E)
- An ability to forge good working relationships with others (E)







## Application process

Closing date for applications: Monday 13th November 2023

Date of interviews: Interviews will be conducted on a rolling basis

Candidates are advised to apply as soon as possible as St Mary's will be selecting and interviewing candidates as and when applications that meet the criteria are received. We reserve the right to close the application process early should a suitable candidate be found.

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

Candidates should complete their application form along with a covering letter of application and return it to Mrs Terry, HR & Compliance Officer at:

Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)  
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

### Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/) to read our Application & Recruitment process explanatory notes.

### Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/)

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.



