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# ASSISTANT PRINCIPAL

January 2025



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# WELCOME FROM THE PRINCIPAL

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Dear Candidate

Thank you for your interest in the position of Assistant Principal at Oxted School.

Oxted School is a large, vibrant, and successful school with over 1700 students aged 11-18 on roll. Founded in 1929, Oxted School is strongly rooted in the local community, a community that we are so proud to serve. We are Ofsted rated 'Good'. The school is part of The Howard Partnership Trust (THPT).

Oxted School is on a rapid and ambitious journey, and I am looking for someone with the personal drive and determination to help me fulfil the school's full potential. You will be an experienced and successful senior or middle leader with an appetite to take full advantage of the opportunities ahead. We have the highest of aspirations for every member of school and you will help me meet these aspirations.

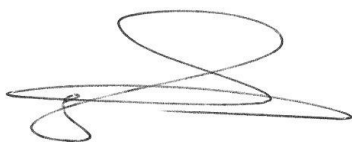
Excellent teaching, a strong pastoral system, high quality support and guidance where staff go the extra distance for students, and an extensive range of additional learning opportunities to ensure that the needs of every student are met, is our goal. With your leadership and determination, you will work with me to meet Oxted School's vision for the future and further accelerate our progress.

Developing our staff and their wellbeing is also a high priority, so we provide a well-resourced environment where staff are supportive of each other and work collaboratively. Staff CPD and development is important in our school, and we take our responsibility to develop our staff seriously.

We hope you will find the information in this pack interesting and informative.

If you feel you have the energy and passion to fulfil this role, I look forward to receiving your application.

Yours faithfully,



**Maurice Devenney**  
Principal  
#teamOxted





## OUR TRUST

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### **About THPT**

The Howard Partnership Trust is a growing family of 13 schools in the South East of England. Our family includes Primary, Secondary and Special Schools and welcomes any school that shares our values and commitment to Bringing out the Best in each and every one of our children and young people.

Our Trust has a proud history of improving and sustaining schools at all stages of their development journey including Outstanding schools and those who were in Special Measures. To do this we work in deep collaboration and partnership across our schools to share expertise and enable the highest quality education for every child.

Driven by our six shared values, we are future focused, knowing that we strive for the best for every child, expanding their life chances and choices from the moment they join us. We use the wealth and diversity of experience across our different settings to benefit all within the Trust, sharing and extending good practice to support our continual improvement and secure excellence in education in all of our schools and beyond.

Like the children in them, our schools are unique, and our Principals and staff have the independence to make key decisions to support them in the best ways. We believe our schools have a crucial role to play as community anchors as well as providers of education for the here and now.

If you share our outlook and passions, we hope you find the information here you need to make an informed application.



## **Our School**

Oxted School is a comprehensive school for students aged between 11 and 18. The school is popular in the local community and has a growing Sixth Form. Our school is a welcoming environment, which, paired with our high standards, delivers an improving education for our students. Our buildings range from a traditional main block to much more recent developments that contain specialist science labs, sports hall, dance and drama studios, music rooms and STEM workshops. The student body in our school is truly diverse, both in heritage and educational starting point.

The school is a short walk from Oxted station. London Bridge and London Victoria are approximately a 30-minute journey by train. The school is also within easy commuting range of South London and Surrey.

## **#teamOxted Mission Statement**

We want to broaden the horizons of our students and staff through the provision of a world-class education filled with opportunity. We fulfil this ambition through our mission statement:

- A highly successful School, that is proud to be at the centre of our community.
- A kind, safe and inclusive School that values each team member.
- A learning environment where staff and students thrive.
- A fearless commitment to bringing out the best in each other.

We are unashamedly aspirational for our students and aim to equip them with the knowledge, skills and dispositions they need to be successful, both academically and in their wider lives

There is a culture of celebration established and reinforced by regular rewards and recognition of students' achievements.

## #teamOxted Culture

Working at Oxted School means becoming a member of #teamOxted. At its core this team creates a culture of:

- High expectation and aspiration for all.
- Collaboration and teamwork #teamOxted
- Organisation and overcommunication of routines.
- Consistency with cohesion.
- Simple and focused approach.
- Advantaging our disadvantaged.
- Assessment, not assumption.
- Always learning.

## #teamOxted Values

We have a shared set of values for both our staff and students. We want these values to be lived, not laminated so every member of #teamOxted is aware of the traits and behaviours we prize:

- Respect
- Responsibility
- Resilience
- Reflection



# OUR LEADERSHIP TEAM

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The Senior Leadership Team currently consists of two Vice-Principals (one secondment) and six Assistant Principals, who work closely to plan future developments of our school. Collaborative and open working practices ensure coherence and clarity in the leadership and management of the school.

The Local Governing Body is a strong and supportive team with considerable professional expertise.

## **Maurice Devenney (Principal)**

Maurice was appointed Principal at Oxted School in September 2024, having previously been a Principal for 5 years. With over 15 years in Senior Leadership, he has completed his Master's (MA) in Education Management, National Professional Qualification for Executive Leadership (NPQEL) and the National Professional Qualification for Headship (NPQH). He is a facilitator for the NPQH and NPQSL courses, and coaches on the NPQH programme. Maurice is committed to achieving excellent outcomes and raising aspirations for all his students.

## **Charlotte Nicholls (Vice Principal)**

Charlotte leads on Pastoral care systems across the school including behaviour, attendance and the Year 7-11 teams. Charlotte has been a senior leader for almost ten years, throughout which she has experienced leading both pastoral and teaching and learning aspects of the school. Charlotte is a graduate of the University of Oxford, holding a BA Honours in French and German. She also has a Graduate Diploma in Law and has recently successfully completed the NPQH. Charlotte has been at Oxted School for 9 years and currently teaches French and English.

## **Steve Rolt (Vice Principal)**

Steve leads on Assessment and Data. He has responsibility for the assessment strategy, tracking and exams. He also line manages Technology and Maths. Steve has over twenty-five years of experience teaching and leading in comprehensive schools, beginning his career in Inner London before moving to Surrey in 2006 for his first Senior Leadership role. He is a graduate of Loughborough University and completed his NPQH with the Institute of Education. Steve is currently seconded to the Leadership Team at Oxted.

## **Alexis Bergamo**

Alexis leads on Key Stage 5. She is a Raising Standards Lead, has oversight on Homework, Exam and Revision Techniques. She has a Biology Degree from the University of Western Ontario in Canada and has taught in comprehensive schools in Kent and Surrey since 2010. She has worked at Oxted for eight years as a Head of Maths, Key Stage 4 Achievement Lead, and held various roles as an Assistant Principal including in Assessment and Attendance. She loves teaching Maths

## **Rebecca Golightly (Assistant Principal)**

Rebecca leads on Rewards and Leadership. She also oversees the directed off-site provision, Student Council and works alongside the senior vice principal on pastoral care. Rebecca has worked for the last twelve years in girls' education and during her teaching career, she has gained experience as both a Curriculum Leader and Head of Year. Rebecca began her teaching career as a PE teacher, and she currently teaches Science.

### **Grainne Griffin (Assistant Principal)**

Grainne Leads on Curriculum, Staffing, timetabling and staff wellbeing. She is also the Lead on raising standards at Key stage 3. She has worked at Oxted for 12 years, formally as Head of the Science faculty and in Secondary education for 27 years. She has also worked for both AQA and OCR examination boards as network coordinator and an examiner. She holds an honours degree in Biology and a Gold medal award from LAMDA. She has wealth of experience in developing Curriculum leaders at Oxted, and within THPT.

### **Matt Sharpe (Assistant Principal)**

Matt leads on CPD and Key Stage 4 Raising Standards. He oversees progress at Key Stage 4, teacher development, trainee and early career teachers, and leads the team of Coaching Leads. Matt has over fifteen years of teaching experience; five of these were in a curriculum leadership role and three in the Senior Leadership Team at Oxted. He holds a BSc in Mathematics from the University of Southampton, PGCE from Hertfordshire University, PGDip in Education from Roehampton University and is a NCETM Mastery Specialist Accredited Professional Development Lead.

### **Vicki Tycer (Assistant Principal)**

Vicki leads on Pupil Premium, Mental Health & Wellbeing, Alternative Provision, Enrichment and our Thrive Provision. Vicki has worked for THPT for 12 years and has had the privilege of working in 3 out of the 4 THPT Secondaries. During her teaching career, V has experience as both a Curriculum Leader and Head of Year and has been an Assistant Principal in 2 out of the 4 THPT secondaries, holding this position since 2019. In addition to her Assistant Principal responsibilities, Vicki works within the THPT Alternative provision and PP teams.

### **Paula Waller (Assistant Principal)**

Paula leads on inclusion and special educational needs (SEN provision). Paula has over 25 years teaching experience, 15 of which have been in senior leadership teams. Paula is a graduate of University College Dublin (BA – English, Irish and Geography) and the University of Wales – Swansea (PGCE – Secondary). Paula cares passionately about inclusive education and helping all pupils to be the best version of themselves, whatever their individual abilities and talents.



# OUR COMMITMENT TO YOU

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When you apply to join our Trust, it is important that you have the opportunity to learn about who we are and why we are so passionate about the partnerships we have across our schools.

These partnerships support how we come together to make a real difference and improve educational outcomes for our children and young people.

We want every candidate to have an informed, engaging, and positive experience, through the application and selection process and we have set out our commitment to all candidates in this charter. Staff are our most valued asset, and we place a high emphasis on staff well-being and professional development.

## OUR COMMITMENT TO YOU

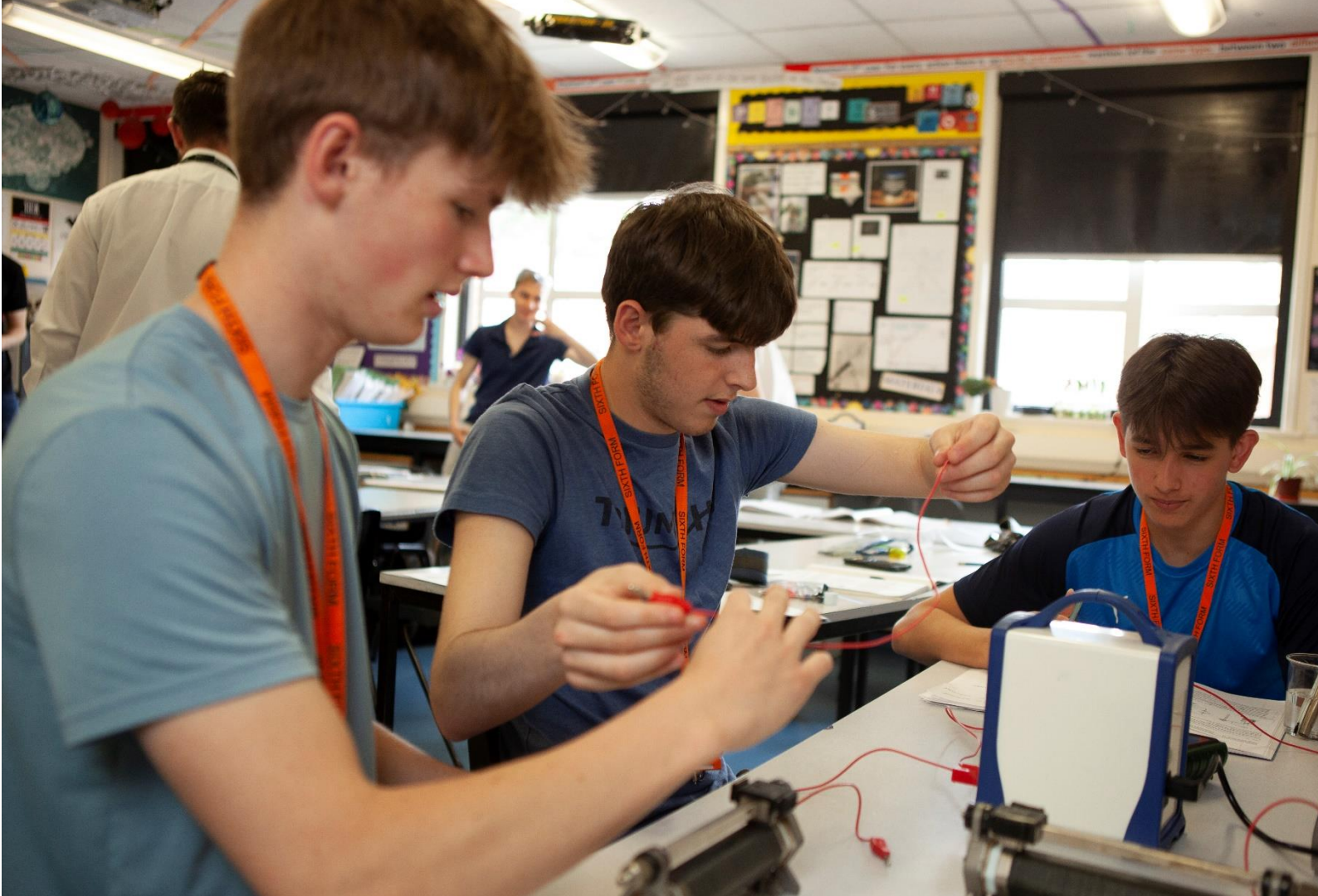
- Transparency – we will treat you with respect, honesty, and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively.
- Understanding – we will ensure you are given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and will act on what you have to share.
- Inclusivity – our recruitment decisions align with our commitment to create a high quality, diverse workforce.

## WE WILL ALWAYS

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we will ensure you get the answers you need.
- Respond to enquiries promptly and usually within 48 hours.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

## IN RETURN WE ASK THAT YOU

- Be honest and upfront about your experience, aspirations, and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.



## THE OPPORTUNITY

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### **The Role**

This new role has arisen due to a change in my leadership structure and will offer the successful candidate exciting opportunities to lead, shape, grow and build on our existing pastoral systems. You will work closely with the Vice Principal (Pastoral) and Assistant Principals (Raising Standards Leads) and you will line manage KS4 Heads of Year, subject areas and support staff. We will welcome applications from candidates with experience in both pastoral and curriculum.

The final job description, beyond what is included in this recruitment pack, will be finalised based on the strengths of the successful candidate.

This is an excellent opportunity to join an outstanding leadership team and an ideal position for a senior leader aspiring to Headship.

### **The Person**

The ideal candidate will have high standards, exceptional strategic vision, work well with their colleagues and bring an innovative and dynamic approach to school development. They will understand the direction the school needs to go and help me to bring about swift school improvement. They will want to make Oxted School a beacon of excellent pastoral care and celebrate the school's work through a professional online and social media profile.

We need someone who is a motivated, energetic, self-starter; a team player with bundles of enthusiasm, a good sense of humour and a passion for working with young people in a busy and thriving school environment.

# JOB DESCRIPTION

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<b>Job Title</b>	Assistant Principal
<b>Reporting To</b>	Principal
<b>Salary Scale</b>	London Fringe: £69,964 to £77,051pa (L14-L18)

## **Main Purpose:**

- To play a key leadership and management role in the school in both the development of the longer-term vision for the school and the implementation of policies on a day-to-day basis.
- To contribute to the school's ongoing programme of self-evaluation, review and improvement.
- To support the Principal in the compilation of the school's Strategic and Improvement Plans (including Year Development Plans) and work with the rest of the Leadership Team in monitoring and evaluating working practices to bring about improvement.
- To establish and sustain the ethos of the school and contribute to the whole school strategic planning and school leadership and ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all:

## **Main Accountabilities**

The main accountabilities of the Assistant Principal are:

### **1. Member of the Senior Leadership**

Provide leadership and strategic direction, with accountability for all school standards.

- Provide every pupil with a high-quality education, which promotes the highest possible standards of achievement and wider development
- Work with all stakeholders to implement the strategic vision for THPT schools of 'bringing out the best' in all students.
- Promote the vision and values to pupils, staff, parents, other key stakeholders including leading internal and external relationships including with the wider community.
- Build leadership capacity in the school at all levels.
- Provide strategic leadership and translating planning into positive action and results.
- Model professional behaviour and promote the highest expectations of all as the school's lead professional
- Make a positive and meaningful contribution to the wider family of schools within THPT, including contributing to the strategic direction
- Contribute to and play an active role in the smooth day-to-day running of the school.
- Take on wider and additional duties as reasonably expected of a member of the Leadership Team.
- To support decisions made by the Leadership Team and to ensure the school's vision is realised in its day-to-day operations.
- Monitor their impact on the workload and wellbeing of all staff.
- To deputise in the absence of the Principal.

## 2. Key Stage 4 Pastoral Lead

- Build and promote a positive ethos which reflects a commitment to high achievement, an effective learning environment, good relationships and equality of opportunity for all the school's stakeholders.
- Execute in full the requirements of the Good Behaviour policy, ensuring that all policies, procedures and protocols are adhered to by all colleagues, in full.
- Create an environment in which pupils feel safe, and in which bullying, discrimination, sexual harassment, sexual abuse and sexual violence – online or offline – are not accepted and are dealt with quickly, consistently and effectively whenever they occur.
- Enforce the very highest of expectations at all times through the leadership, organisation and management of the KS4 Heads of Year, Assistant Heads of Year and Pastoral Support Managers.
- Lead on KS4 behaviour, understanding the key individuals and ensuring plans are in place to impact/improve/deal with behaviour displayed Quality assure all behaviour systems, and ensure its effectiveness through a total consistency of approach in dealing with behaviour concerns by KS4 year teams.
- Work with RSL KS4 to ensure that effective and efficient use is made of pastoral and academic data by all colleagues to improve outcomes for students.
- Provide strong leadership and CPD for colleagues who are part of our Pastoral Teams to ensure that we have high standards of behaviour, minimum suspension rates and ensures excellent outcomes for young people.
- Carefully monitor behaviour trends, ensuring that a preventative approach is taken to managing student behaviour
- Work closely with the Assistant Principal KS3 Pastoral to ensure that the needs of all students are effectively met, barriers to achievement are removed and any student wellbeing concerns are swiftly addressed.
- Assess the needs of students and use detailed knowledge and specialist skills to support student's learning and positive behaviour development. Put in place actions which support students but do not undermine the Positive Discipline policy.
- Liaise with parents/carers and members of staff regarding student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions.
- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns.
- Implement strategies to support pupils with social, emotional and behavioural difficulties, setting challenging and demanding expectations and promoting independence.
- Liaise with external agencies as appropriate.
- Ensure all student records are kept up to date and that all relevant information is disseminated to staff.
- Lead the year team in coordinating the re-integration of pupils back into mainstream lessons after exclusions.
- Support the implementation of the rewards system in KS4.
- Contribute to, and support in, the development of robust paperwork for students who may require alternative provision.
- Contribute to and support a culture of vigilance to ensure all students are safeguarded.
- Work collaboratively with the Inclusion and Safeguarding VP and Attendance Team to ensure that all students are safe and attending School.
- Investigate and review evidence on incidents with KS4 year teams, to help determine sanctions. When necessary, help in the investigation of incidents in any year group.
- Report all potential FTEs to the Vice Principal for review.
- Monitor and support year team meetings in KS4 and the submission of appropriate minutes.
- Contribute to the School Development Plan and Self Evaluation Form as necessary.

- Provide training to colleagues across the school as directed by the Principal / Vice Principal.
- Complete morning, break, lunch and after school duties as required.
- Deputise for Heads of Year and Vice Principals as required.

### **3. Leadership**

- Shared responsibility for all management and operational activity of the school.
- Providing an enthusiastic, innovative and consistent leadership to the school and its leadership team.
- Ensuring that the school has a culture where all pupils experience a positive and enriching school life.
- Creating a culture and ethos of challenge and support where all pupils from all backgrounds can achieve success and increase their life chances, becoming well prepared for the next phase of their education and life
- Working positively with the community to ensure the best possible outcomes for all students, especially those who are the most vulnerable,
- Implementing all relevant Trust policies.

### **4. Management of Resources**

- Be accountable for the management of any devolved budgets.
- Manage aspects of the organisation as requested to ensure that accommodation is used effectively and efficiently in order to achieve a positive learning environment.
- Promote the highest achievement for all alongside value for money.
- Maximise the acquisition and use of grants.

### **5. Training and Development of Self and Others**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Develop and maintain a culture of high expectations for self and others.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Encourage all staff to be similarly active in their personal and continuous professional development.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams; Lead groups of staff in developmental activities and evaluate outcomes.
- Participate in the school's staff induction programmes to ensure that all new staff feel welcomed and appropriately briefed to undertake their responsibilities.
- Managing own workload and that of others to allow an appropriate work/life balance.

### **6. Supporting the work of the THPT**

- Develop strong, positive relationships with THPT colleagues, contribute to collaborative work across THPT Schools and support other staff in participating in THPT work, in order to develop and share best practice.
- Ensure that staff at Oxted School continue to develop collaborative working practices across the Trust.

## **7. Whole School**

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of enrichment and extra-curricular activities.
- Support the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the THPT's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance development process.
- Adhere to policies as set out in the Oxted Staff Handbook and THPT Governance Handbook.
- Undertake other reasonable duties related to the job purpose required from time to time

# PERSON SPECIFICATION

E: essential

D: desirable

<b>Qualifications and Training</b>	
A well-qualified graduate with QTS or the equivalent gained through experience	E
Higher degree or evidence of further study ie NPQ, MA/MSc	D
<b>Experience</b>	
Successful teaching experience across the full age range 11 – 18, up to and including A level, with a track record of consistently enabling pupils to achieve high standards	E
Substantial experience in secondary school leadership.	E
Substantial experience in secondary school senior leadership in the role of Assistant Principal / Assistant Head or Lead Practitioner	D
Demonstrable success in leading through significant periods of school improvement and development	E
Successful experience of using target setting, data analysis and pastoral innovation to improve performance	E
Proven experience as an excellent teacher	E
Proven experience to lead, coach and motivate staff including professional development and the effective management of under-performance	E
A strong track record of working successfully with the local community and support agencies.	D
<b>Knowledge and Understanding</b>	
An in-depth understanding of leadership and the school improvement strategies needed to achieve outstanding behaviour and attitudes, student progress and personal development	E
An awareness of recent important national educational developments ie education legislation, national strategies, trends and innovation	E
A clear understanding of recent developments in pastoral care including OFSTED criteria	E
The ability to develop a philosophy of high aspiration and expectation for every student giving cognisance to SEND, equal opportunities, diversity and ethos	E
The ability to analyse data, identify issues and trends and address identified areas for improvement	E
<b>Skills and Abilities</b>	
Excellent interpersonal skills including the ability to resolve conflicts in a sensitive manner, to encourage and motivate	E
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others	E
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	E
Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management	E
Effective and energetic in instigating and implementing change	E
Able to see through complex strategies from concept to conclusion	E
Sufficient numeracy to interpret statistical data, and manage budgets	E
<b>Personal Attributes</b>	
A sensitivity to the needs of young people	E
Personal integrity, honesty, energy, stamina, enthusiasm	E
A willingness to give generously of their time to support school events and activities	E
Commitment to personal development and lifelong learning	E

# APPLICATION PROCESS

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## Application Process

To download a pack and for details of how to apply, please visit:

<https://www.oxtedschool.org/Current-Vacancies/>

All applications should be submitted via our Applicant Tracking System, My New Term no later than **12pm Wednesday 29<sup>th</sup> January 2025**.

## Interviews

Interviews will take place on **Tuesday 4<sup>th</sup> & Thursday 6<sup>th</sup> February 2024**.

## Notification & Feedback

Candidates who have been called to interviews will be notified by **Friday 7<sup>th</sup> February**. Please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

## Safeguarding and Further Information

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

## Data Protection

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.





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