

Full time

# Head of Abbey Gate College

(Permanent)

To start: September 2021/January 2022



Abbey Gate College

## Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Head Teacher post at Abbey Gate College.

We believe that this is an exciting opportunity to join an outstanding College of which we are incredibly proud. The Abbey Gate family are looking for an experienced leader who has enthusiasm and drive to lead the college into the next stage of organisational maturity, together with the resilience, diplomatic and emotional intelligence to operate effectively. With visible leadership, strong interpersonal skills and the charisma and gravitas to inspire the Abbey Gate College community, this is an opportunity for someone to build on our current strengths and for someone to continue to raise expectations and outcomes for our pupils through strategic thinking, hard work and a commitment to our vision.

We will offer the successful candidate the opportunity to develop professionally and personally and you will be fully supported by a dedicated Governing Body.

Abbey Gate College is the longest-running co-educational independent school in the Chester area, catering for nearly 500 pupils aged 4-18 years. It is set in the idyllic rural villages of Saughton and Aldford on the outskirts of Chester.

We warmly welcome prospective applicants to visit the college. Please contact Rebecca Upton (HR & Compliance Manager) by email at [Rebecca.upton@abbeygatecollege.co.uk](mailto:Rebecca.upton@abbeygatecollege.co.uk).

Alternatively if you would like to discuss the post in more detail, please email me via our Clerk to Governors, Debbie Roxburgh at [clerktogovernors@abbeygatecollege.co.uk](mailto:clerktogovernors@abbeygatecollege.co.uk) to arrange this.

I hope that after reading about our College, you will be inspired to apply for this exciting and rewarding role. I look forward to receiving your application.

Yours sincerely,



Andrew Grime, Chair of Governors, Abbey Gate College



## Message from Head Girl and Head Boy

A warm welcome to the prospective candidate for the position of Head Teacher at Abbey Gate College. Our role in the College is to represent the voice of pupils, and to be role models to the AGC community and ambassadors for the College. Through our roles we are passionate to ensure continued development on behalf of all pupils.

Having discussed this appointment amongst the senior students in the College, topics which are important to them include the further promotion of equality, diversity, and mental well-being. We hope you have ideas as to how these can be continued to be promoted through the wide range of curricular and extra-curricular activities.

Our mission is important to all pupils and we would like a new Head Teacher that will continue to maintain the ethos of the College. For us, characteristics of an excellent Head Teacher include being compassionate, resilient and inspiring.

The following phrases were also mentioned when asked about the qualities of the new Head Teacher, 'to encourage us to better ourselves', 'someone who promotes our physical and mental well-being' and 'to always be willing to listen'. We would like a Head Teacher that makes a difference to all pupils lives and promotes personal as well as academic progress.

We know that Abbey Gate College would be a fantastic place to work and look forward to meeting our new Head Teacher.

Charles Cheadle    Francesca Ward  
Head Boy            Head Girl



### History

In 1974, a group of friends and parents met to consider forming a co-educational independent day college for ages 11 to 18. The aim was to offer a grammar school curriculum and bring out the best in each child according to individual potential. There was no one offering this in the Chester area at that time and it soon became clear that this group would be at the forefront of parentally formed schools in the United Kingdom.

After many meetings with retired school inspectors, heads of local schools, and officials, the company 'Deeside House Educational Trust Ltd' was formed in 1976 which then registered as a charity and acquired the lease for Saighton Grange that was signed in September 1977. Abbey Gate College opened its doors to the first group of pupils on 8th September 1977.

### Our Mission

Our pupils are at the heart of everything that we do. We promote a love of learning, academic ambition and excellence within a welcoming, safe and caring community.

We nurture our pupils' potential, encourage aspiration and develop their understanding of the wider world. Together, we strive to make a positive contribution to society.

We foster an environment in which achievement and personal development in all contexts is celebrated and endeavor is recognized. Our pupils are instilled with a 'can do' attitude giving them the confidence to make a difference and 'Be Someone'

### Our Aims

At Abbey Gate College, we aim our pupils to:

1. Achieve individual academic excellence
2. Become happy, confident, fulfilled and resilient young people
3. Embrace enrichment opportunities to discover and realise their full potential
4. Enjoy learning and be ambitious
5. Become tolerant individuals with respect for others
6. Develop a strong moral code and be responsible members of society

In achieving these aims, the College builds the self-confidence of pupils and prepares them for the opportunities, responsibilities and experiences for the next chapters in their lives.



## **Abbey Gate College – Senior School**

### ***Academic Excellence is just the beginning***

We listen to our pupils. We value them and teach them to value themselves. We celebrate success and encourage endeavor so they leave us bright, well-rounded and with a love for learning, ready to make their mark on the world.

### ***Grab the future with both hands***

Every parent wants their child to be the best they can be. At Abbey Gate College, we do too. Here they will be at a school that excels, firing their imagination and building their self-esteem. We will nurture their talents and ambitions and provide them with the skills they need to achieve and be successful.

The peaceful surroundings and our excellent pastoral care means that there is a welcoming, calm and conducive environment for the pupils to study in. The locations of both our Infant and Junior School and Senior School in neighboring villages provides pupils with a feeling of space to help pupils develop academically and personally.

### ***Facilities***

Set in 25 acres of stunning countryside our grounds and facilities are impressive, carefully designed to ensure the best possible delivery of the curriculum, and supporting a diverse range of events and performances throughout the year.

- ***Sports and Teaching Pavilion*** – Fully equipped gym with latest Technogym, cardiovascular and weights machines, kitchenette, male and female changing facilities for 60 people.
- ***Pitches*** – Full size, floodlit all-weather pitch suitable for hockey, tennis, football and multi-skills training. 3 outdoor tennis and netball courts, 4 grass football and rugby pitches.
- ***Sports Hall*** – With badminton, basketball, netball and tennis courts and 2 cricket nets.
- ***Theatre*** – 100 seat air-conditioned theatre with full suite of multimedia equipment and lighting rigs suitable for drama productions, music concerts and lectures.
- ***Music Suites*** – With keyboards and with the latest Apple iMacs for composition work.
- ***Greenhouse, raised beds and allotments***
- ***Wooden obstacle course***
- ***The Outdoor Classroom*** – Bringing a breadth of fresh of fresh air to lessons with our outside classroom where children can enjoy learning surrounded by the beautiful Cheshire countryside.



***For the love of learning***

Our experienced, passionate and well-qualified staff teach, guide and support, but also encourage pupils to be independent and take responsibility for their own learning.

The curriculum is balanced, broad and challenging to help pupils maximize their potential, empowering them with intelligence, resilience and the attitude to succeed.

Our exam results are excellent across the board. But it is not just about results. We ensure pupils are constantly stretched and challenged. Small class sizes, the attention they deserve and our friendly, caring approach ensures they discover and develop their personal talents.

We are well equipped with the latest technology; interactive touch screens in every classroom, access to a range of iPads, tablets, laptops and PCs, 3D printers, computer-aided design (CAD) equipment, a safe and secure WiFi network accessible to students, and our Virtual Learning Environment (VLE), all help to arm our pupils with the skills they will need to success in the jobs of tomorrow.

***From long division to long jump***

Bringing academic subjects to life can help their learning too. Our pupils visit all corners of the world including history trips to the First World War battlefields, the USA and Poland, geography trips to Iceland, Switzerland and Costa Rica, and our sports teams have competed around the world.

Our renowned choir tours every year have entertained audiences across the UK and Europe. Our Young Enterprise teams learn to hone their entrepreneurial spirit and in recent years have picked up a string of awards for their innovative business concepts.

From cheerleading to ju-jitsu, handball to chess, creative writing to the Duke of Edinburgh Award, and drama to Yoga. Pupils learn the value of teamwork, leadership, healthy competition and creativity. With so many enrichment activities on offer, our pupils become well rounded individuals.

**Abbey Gate College – Sixth Form**

Our experienced, passionate and well-qualified staff are subject specialists who teach a broad choice of A levels. Led by specialist tutors, we offer small class sizes, personalized progress monitoring, a flexible approach to private study and support with important career decisions.

Our excellent pastoral support and the exclusive use of the Sixth Form Centre means our sixth form pupils can rely on a welcoming, calm and conducive environment for study.



Community support opportunities, Senior Prefect, Subject Ambassador and mentoring roles foster the strong sense of community at Abbey Gate College, and provide positions of responsibility for the pupils so that they leave the College a well-rounded, articulate and confident individuals.

### **Abbey Gate College – Infant and Junior School**

Abbey Gate College Infant and Junior School is situated in the beautiful, rural village of Aldford near Chester, just a short distance from our Senior School in Saighton Grange.

Set in extensive grounds, the school benefits from football pitches, a netball court, a wildlife garden and pond, a nature trail and adventure playground. Our Junior pupils occupy the original village school, which has been sympathetically refurbished to provide a wonderful learning environment. Opened in September 2018, our new building is home to our Foundation and Infant pupils. Patio doors leading out onto our extensive grounds and spacious classrooms, ensure our youngest pupils have the best possible start to their education. All our classes are welcoming and equipped with up to date technology, including Clever Touch Screens, to support learning.

The development of the whole child is of great importance and all pupils at Abbey Gate College are regarded as individuals and are encouraged to reach their full potential. In doing so, we aim to nurture and develop happy, confident, motivated and self-disciplined children who are considerate, tolerant and sensitive to the needs of others.



**JOB DESCRIPTION**  
**Head of Abbey Gate College**

<b>Head Teacher Salary:</b>	£75,000 - £95,000 dependant on skills and experience
<b>Benefits:</b>	Private Medical insurance, Discounted fees
<b>Pension:</b>	Teachers' Pension Scheme
<b>Contract type:</b>	Permanent
<b>Contract term:</b>	Full time
<b>Reporting to:</b>	Chair of Governors
<b>Closing date:</b>	<b>Wednesday 4 November 2020 (4pm)</b>
<b>Start date:</b>	1 September 2021/ January 2022 (depending on notice)

**Job Purpose**

To be an inspirational leader and teacher for the college community.

To communicate effectively the College's mission, vision and aims, hold and articulate clear values and moral purpose, provide consistently high-quality professional leadership of the College, by creating a culture and ethos based on mutual respect and high expectations. Support the Governing Body in the strategic development of the College and provide overall strategic leadership that will secure continuing success and sustained improvement.

Monitor progress towards the achievement of the College's vision and aims ensuring the highest quality of education for all pupils. Ensure an environment for learning that empowers both staff and students to achieve their highest potential.

Lead by example and model best practice regarding professional conduct, workload and personal development and be a role model for all in our community and stakeholders.



**Key aspects of the role include:**

- Being an inspirational role model for the values and ethos of Abbey Gate College and ensure that the College's vision for the future is understood and embraced by all staff, students, parents/carers and the wider community.
- Being able to create a culture of continuous improvement, implementing effective systems and securing high levels of professional standards in order to attain excellence in every aspect of the College's provision especially in teaching and learning
- Working with the Governors to craft an inspirational and innovative future vision and strategy for the College.
- To carry out the day to day management, organisation and administration of the role of headteacher at Abbey Gate.

**Legal Requirements.**

The Head Teacher is required to carry out all the statutory duties and the professional responsibilities of a headteacher.

**Principal Responsibilities**

- A. Building a Vision, creating the school culture and leading change
- B. Leading teaching, curriculum and assessment
- C. Leading and Managing Staff
- D. Efficient and Effective Deployment of Staff and Resources
- E. Strengthening Community
- F. Safeguarding
- G. Accountability
- H. Health and Safety

**A. Building a vision, creating the school culture and leading change**

1. Communicate effectively the College's, mission and aims and set high expectations of academic progress, ensuring that learning and progress is at the heart of all strategic planning, empowering all students and staff to excel
2. Working alongside the Governing Body, develop and translate the mission, aims and values of the College into clear plans which all stakeholders understand and see their place in



3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents, governors and members of the local community
4. Lead by example with respect, integrity, creativity, resilience, and clarity to foster and support a culture of collaboration and shared responsibility to improve and sustain outcomes for students
5. Sustain wide, current knowledge and understanding of education and independent school systems locally, nationally and globally
6. Work with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and national policy into the context

**B. Leading teaching, curriculum and assessment**

1. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' wellbeing
2. Implement and evaluate strategies which secure the highest standards of teaching and learning, maintaining a professional learning community focussed on sustained improvement in student outcomes
3. Embed an appropriate curriculum which is continually assessed against its impact on learning and progress, ensuring that formative and summative assessment is fit for purpose and impacting on student progress
4. Monitor and evaluate classroom practice and standards of teaching to celebrate excellence and challenge under performance
5. Make effective use of performance data to ensure a consistent and continuous School wide focus on student achievement.
6. Prepare, implement and monitor the College Development Plan in consultation with governors and staff
7. Carry out the School's self-evaluation and preparation for ISI inspections thoroughly, clearly and objectively



**C. Leading and Managing Staff**

1. Relentlessly pursuing ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in all staff for the impact of their work on students' outcomes
2. Create an ethos within which all staff are motivated and supported to develop their own skills and knowledge, and to support each other
3. Hold all staff to account for their professional conduct and practice
4. Embed a professional development programme for all staff which meets the needs of the school and of individuals to improve performance
5. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and value excellent practice

**D. Efficient and Effective Deployment of Staff and Resources**

1. Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively; in particular, its functions to set school strategy and hold the head teacher to account for pupil, staff and financial performance
2. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the College's sustainability
3. Maintain an organisational and staffing structure which enables effective and efficient operational practice. Deploy people and resources efficiently and effectively to meet specific objectives in line with the College's strategic plan and financial context
4. Prepare, implement and monitor the College budget in consultation with the leadership team (in particular Director of Finance and Operations) and governors to ensure the secure financial management of the College.
5. Determine an appropriate staffing structure for the College and ensure the appropriate selection and appointment of teaching and support staff



**E. Strengthening Community**

1. Create an outward-facing school which works with other schools, colleges and organisations, in a climate of mutual support, to champion best practice and secure excellent achievements for all students
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
3. Work with parents and carers, community figures, businesses and other organisations to enhance and enrich the College curriculum and its value in the wider community.
4. Foster a culture and reputation for being a school of choice by parents and carers looking for the best independent education for their child.

**F. Safeguarding**

1. Ensuring that Abbey Gate College is safe for all pupils and staff
2. Actively promote the health and wellbeing of all pupils and staff and expect all staff and volunteers to share and demonstrate this commitment
3. Ensure that school complies with any Local Safeguarding arrangements
4. Ensure that safeguarding policies and procedures are compliant with Keeping Children Safe in Education (DfE, 2020) and are fully understood and implemented by all staff, contractors and volunteers.
5. Actively promote the safeguarding and well-being of pupils and staff whilst on the school site and when involved in school activities

**G. Accountability**

1. Account for the efficiency and effectiveness of the College to the Governing Body and other agencies
2. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.



## **H. Health and Safety**

The Headteacher will have responsibility for overseeing compliance of Health and Safety in conjunction with the College's Director of Finance and Operations.

### **Equality of opportunity**

As an employer Abbey gate College is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age and/or medical condition. Your personal details will be treated in accordance with our Privacy Notice, available on our website in the Policies section.

### **Data Protection**

The Head Teacher will have responsibility for overseeing compliance of GDPR in conjunction with the College's Data Protection Officer (Director of Finance and Operations).

### **Safeguarding**

Abbey Gate College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application form, satisfactory references, Enhanced DBS Disclosure and Children's Barred check.

### **Note**

*The post holder will adopt flexible working methods to meet the changing needs of Abbey Gate College. The post holder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by, and agreed with, the Governors. Whilst every effort has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.*



**Abbey Gate College**  
**Head Teacher Person Specification**

CRITERIA		Essential/ Desirable		Assessed
		E	D	
<b>A</b>	<b>PROFESSIONAL QUALIFICATIONS AND EXPERIENCE</b>			
1.	First Degree and teaching qualification	E		A, C
2.	Has Qualified Teacher Status	E		A, C
3.	Relevant higher degree or NPQH		D	A, C
4.	Evidence of continuing professional development at Head Teacher/ Deputy Head Teacher level/Member of Leadership Team and/or in preparation for Headship	E		A
5.	Substantial experience of teaching in secondary education	E		A
6.	Experience of primary education		D	A
7.	Working with children with a variety of needs	E		A
8.	Can articulate and understand current educational issues	E		A, I
<b>B.</b>	<b>LEADING THE COLLEGE</b>			
1.	Strategic leadership experience as a Head Teacher, Acting Head Teacher, Deputy, Member of Leadership Team to achieve improvement in a secondary school(s).	E		A, I, R
2.	To have a vision of the overall aims and direction of a successful school /college and be able to communicate these in order to inspire and motivate others.	E		A, I, R
3.	Has a proven track record of understanding and applying the principles of college/school financial management and planning		D	A, I, R
4.	Can secure high levels of engagement from staff which enable excellent student achievement	E		A, I, R
5.	Has a proven track record of impacting upon pupil progress	E		A, I, R
6.	Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement	E		A, I, R
7.	Have the ability to access and analyse relevant data and to use this information to set priorities and determine college actions		D	I
8.	Knowledge of the statutory requirements and other relevant legislation relating to school leadership and management	E		I
<b>C.</b>	<b>SHAPING THE FUTURE</b>			
1.	Can think strategically and build on a coherent vision for an inclusive school / college	E		I
2.	Can ensure that a college vision is clearly articulated, shared and implemented effectively and appropriately	E		I
3.	Can motivate and enthuse all staff in the development and continuous improvement of the college.	E		I, R
4.	Can lead and respond effectively to change and challenge	E		I
5.	Has a track record of securing high standards and at least good progress for all students	E		A, I, R
6.	Has a proven track record in setting challenging targets, monitoring and evaluating effectively to challenge poor performance and celebrate success.	E		I, R

7.	Has had significant experience of leading and bringing about effective school improvement.	E		A, I
8.	Is an outstanding classroom practitioner and is able to lead by example	E		A, I, R
9.	Has excellent and current knowledge of all curriculum requirements and can implement, monitor and support these effectively.	E		I
10.	Can articulate characteristics of outstanding teaching and learning for pupils of all abilities	E		I
11.	Has a successful, proven track record of monitoring, evaluating and improving the quality of teaching and learning.	E		A, I, R
12.	Has an excellent understanding of assessment and how it can be used to improve pupil progress	E		I
13.	Is committed to continuous learning for all members of the College community including professional development	E		I
<b>D.</b>	<b>DEVELOPING SELF AND WORKING WITH OTHERS</b>			
1.	Can develop and maintain effective strategies and procedures for staff induction, professional development and performance review	E		I
2.	Can demonstrate a proven track record of developing self within an organisational context.		D	A, I
3.	Can show resilience in the face of challenge	E		I
4.	Has excellent interpersonal skills with the ability to listen and communicate effectively in all contexts and to command respect.	E		I, R
5.	Can develop and maintain a culture of high expectations for self and others	E		I
6.	Can manage own workload and that of others to allow appropriate work/life balance	E		I, R
7.	Can build teams and manage conflict	E		I
8.	Understands the need for equality and diversity	E		I
<b>E.</b>	<b>KNOWLEDGE AND UNDERSTANDING</b>			
1.	Understand statutory education frameworks including governance and duties/ responsibilities arising from the Children's Act and Keeping Children Safe in Education, Safer Recruitment, Safeguarding procedures and Prevent	E		I
2.	Understand independent school statutory frameworks including governance and duties		D	I
3.	Strategies for ensuring inclusion, diversity and access	E		I
4.	Curriculum design and management	E		I
5.	The wider curriculum, beyond college and the opportunities it provides for pupils and the school community	E		I
6.	Strategies which encourage parents and carers to support their children's learning	E		I
7.	Knowledge and understanding of strategic planning process	E		I
8.	Knowledge and understanding of school/college self-evaluation processes and ISI inspection requirements	E		I
9.	Building and sustaining a learning community.	E		I
10.	Strategic financial planning, budgetary management and principles of best value	E		A, I, C
11.	Understanding and knowledge of legal issues relating to managing a college, including equal opportunities, race relations, disability, human rights and employment legislation	E		I
12.	Excellent ICT skills and knowledge	E		A, I

F.	PERSONAL QUALITIES			
1.	Integrity: Deliver consistent high performance; tenacious; trustworthy; strong sense of moral purpose	E		I
2.	Emotional intelligence	E		I
3.	Adaptability, flexibility and initiative	E		I
4.	Optimism, positivity and 'can do' attitude	E		I
5.	Excellent interpersonal and communication skills	E		A, I, R
6.	Inspire and motivate others	E		I, R
7.	Encourage and empower others	E		I, R
8.	Calm under pressure	E		I, R
9.	Highly organised with the ability to manage time effectively, to delegate, to prioritise and to meet deadlines	E		I, R

<b>Assessed By:</b>	A - Letter & Application Form	I - Interview and assessment tasks	R- References	C -Certificates
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