



**Burnside
College**



Assistant Headteacher Application Pack

Burnside College
St Peters Road
Wallsend
Tyne & Wear
NE28 7LQ

T: 0191 2598500
E: office@burnsidecollege.org.uk
burnsidecollege.org.uk



Wellbeing Award
for Schools

2023-2026





Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school went through a considerable period of change following the 2017 inspection in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community. Our team continues to expand year on year as a result of now being oversubscribed.

These improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

Standards have continued to remain high at Burnside and there is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities. We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that "Burnside College is a happy place to work and learn." In 2023-24 as part of our continued commitment to staff wellbeing, all teaching staff receive at least 33% additional non-contact time.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson
Headteacher

The Role: Assistant Headteacher (Pastoral)

Type of Contract:	Full Time Permanent
Salary/Scale:	L13-17 £63,430 - £69,970
Start Date:	1st September 2024
Closing Date for Applications:	9am Wednesday 15th May 2024
Interview Date:	Monday 20th May 2024

Due to the promotion of the current postholder we are seeking to appoint a dynamic, energetic and driven leader to join our senior team.

Burnside College has gone through a sustained period of improvement in recent years which is testament to the strong leadership in the school. This is an exciting opportunity for a current senior leader, or a middle leader with a strong track record of success, to join our experienced team and contribute to our vision of ensuring that Burnside College provides the very best quality of education for all students.

The exact responsibilities for the post will be negotiated with the successful candidate based on their experience and skills but responsibilities might include some of the following:

- Personal development curriculum
- Careers
- Extra-curricular
- Line management of head(s) of year

The successful candidate will have a passion for teaching and learning and an excellent understanding of how to bring out the best in young people. We are seeking an individual who is highly committed to ensuring that all of our students experience the necessary quality of education and pastoral care in order to ensure they can go on to be successful in life.

At Burnside we expect that all senior leaders are highly competent in the following areas:

- Highly effective classroom practice, with the ability to lead by example in terms of pedagogy
- Excellent knowledge of all current educational landscape, including performance and accountability measures
- An up to date understanding of all statutory frameworks and safeguarding requirements that schools must work within
- The ability to lead clear and simple systems for implementing, monitoring and continually improving school effectiveness

- The ability to build strong relationships with colleagues and promote a culture of seeing, and bringing out, the best in all of our young people
- The ability to communicate effectively with all stakeholders, from 1:1 situations, to large audiences, to published documents
- All senior leaders work within the principles of the school's SLT protocol

Please include with your completed application form a covering letter, of no more than two sides of A4, outlining your suitability for the post. Applications should be submitted c/o Mrs Linda Heide at l.heide@burnsidecollege.org.uk

Please contact Mrs Heide if you would like an informal conversation about the post, or tour of the school, with Headteacher, Daniel Jamieson.

SLT Protocol

At Burnside we believe that great leadership **makes the difference**. Great leaders model the qualities and character that they are trying to nurture in others to ensure a positive workplace for our staff and the very best learning experience for our young people. To achieve this, **senior leaders** need to be the people who can be relied upon and trusted at all times; senior leaders need to:

Be Brave

Take decisions not because they are easy, or popular, but because they will make our school a better place and improve the life chances of our young people

Be Excellent

Always strive to lead by example and do things to the highest standard, but also be reflective, knowing when to draw upon the expertise and skills of others in order to continually improve

Be Compassionate

Work with kindness and emotional intelligence, accepting the many different personalities and backgrounds in our community, continually striving to develop and strengthen the relationships that will make our school a happy place to work and learn

Be Positive

Maintain perspective at times of challenge and change, and be self aware, understanding that at these times leaders need to show calmness and courage

Be Relentless

Be mindful at all times, and in all decisions, that children have one chance at their education and there is not time to waste, that great leaders have the opportunity to ensure our children have a better chance of going on to great futures

To be an effective manager, senior leaders do the following:

Operational ← → **Strategic**

Weekly	Termly	Yearly
<ul style="list-style-type: none"> • Be available and visible • Hold regular calendared meetings • Provide support and challenge • Listen • Identify and provide solutions to problems • Remain positive and constructive 	<ul style="list-style-type: none"> • Use data effectively to analyse and discuss student achievement and challenge underachievement • Monitoring and evaluation (lesson observations/work scrutiny) • Ensure discussions are centred around performance appraisal • Evaluate progress against development plans • Reflect on the impact of current CPD strategies /provision 	<ul style="list-style-type: none"> • Support middle leaders in producing high quality development planning based on whole school priorities • Evaluation curriculum offer and effectiveness • Identify professional development needs • Build leadership capacity and develop resilience
<ul style="list-style-type: none"> • Encourage reflection; promote open and honest dialogue around standards and outcomes • Built trust and strong working relationships based on professionalism and mutual respect • Be a 'critical friend' 		

Key Criteria	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Good honours degree • Substantial recent training in relevant areas 	<ul style="list-style-type: none"> • Postgraduate qualification in a related field/evidence of academic research • Recognised training in senior leadership e.g NPQSL • Frequent professional development in teaching and learning 	Application
Experience	<ul style="list-style-type: none"> • Objective data based evidence of leading or co-leading a significant improvement in final outcomes at GCSE level • Objective evidence of the use of high quality data analysis in impacting on and improving learning and progress • Participation in a successful initiative to improve teaching and learning • Excellent track record of highly effective behaviour management 	<ul style="list-style-type: none"> • Objective data based evidence of improving standards of behaviour and engagement in students at subject / whole school level • Experience of different educational contexts • Experience of working in a school judged by OfSTED to be 'Good' or 'Outstanding' in leadership & behaviour 	Application/ references
Competence	<ul style="list-style-type: none"> • Clear understanding of the impact good teaching has on personal and academic development • Excellent standard of classroom practice, evidenced by lesson observations and pupil data • Ability to lead strategic planning at a whole school level • High level of understanding of teaching and learning and AFL • Ability to help create simple, effective systems which aid consistency • Very effective time management and organisational skills 	<ul style="list-style-type: none"> • Experience of delivering high quality staff training • Objective evidence of ensuring the best possible outcomes for disadvantaged students and narrowing the gap 	Application/ lesson observation/ presentation/ interview

Key Criteria	Essential	Desirable	Evidence
Competence continued	<ul style="list-style-type: none"> • High level of skills in behaviour management • Good level of ICT literacy • Very effective communication in speech and writing • Good understanding of safeguarding 		
Personal qualities	<ul style="list-style-type: none"> • Core values are consistent with those of Burnside College • Passionate about ensuring the best outcomes for all learners • Positive attitude, even at times of change and challenge • Flexibility • Team player • Insightful • Reflective 		Interview/ presentation/ references
Other requirements	<ul style="list-style-type: none"> • Good record of attendance and punctuality • Smart appearance 		Interview/ references

Burnside College is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act

How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Mrs L Heide
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to l.heide@burnsidecollege.org.uk

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

Closing date for applications: 9am Wednesday 15th May 2024

Interview date: Monday 20th May 2024

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.
This post is exempt from the Rehabilitation of Offenders Act.