



THE REACH FREE SCHOOL



Deputy Headteacher - Pastoral

Candidate Pack

Opportunity through community

Dear candidate,

Thank you for expressing an interest in this position. The Reach Free School is an 11- to 18-year-old school in Rickmansworth that serves pupils of all backgrounds and abilities. It was opened in September 2013 by teachers and local parents and continues to go from strength to strength.



Academic achievement, our school community, and a love of learning are key to this school's ethos, and we take great pride in knowing all of our pupils and what it is that makes them the individuals they are. Everywhere you turn in this school, pupils and staff work together to achieve the very best.

Our GCSE and A Level results are strong, we have a positive local reputation, and we remain innovative in our approach. All of this ensures that future generations of young people have access to an excellent, non-selective school right in the heart of their community.

Everyone involved in the school wants the very best for our pupils, and there are incredibly high expectations regarding their learning behaviour, how they conduct themselves, and the contribution they bring to the school. We expect all pupils to:

- Commit their best efforts to all that they do
- Work with their teachers to exceed their goals
- Support each other to achieve their potential
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The school plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are involved in the school's wider responsibilities, developing leadership and decision-making skills, communication and collaboration and independent, self-led learning.

The school was inspected by Ofsted in October 2024, who confirmed that effective action had been taken to maintain the standards identified at the previous inspection. As such, the school has elements that are outstanding and others that are firmly good. Attracting the very best staff is the most effective way to continue our development, which is important for us as we move through the school's second decade.

If you are passionate about contributing to the continued development of our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher



The Ethos of the School

The Reach Free School's ethos and curriculum are designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil so that they can maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 750 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

Modern facilities - In September 2018, the school moved to its £19 million new home with first-class facilities throughout.

'Outstanding' Judgements - In October 2024 the school was inspected by Ofsted, confirming that effective action had been taken to maintain the standards identified at the previous inspection. Here, the school received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. Many of the strengths identified in 2019, remain in place, including "Pupils experiences at this school are exceptional" and "pupils' behaviour is exemplary".

Transition – From September 2023, we have reverted to four classes in year 7, having taken an additional form of entry in 2022. Each year 7 class benefits from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together, these help ease the transition from primary to secondary school for the children and help us understand each child as an individual.

Focus on English and Mathematics – The school focuses on English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school, and all teachers play a role in developing pupils' skills in these areas.

Reach Beyond – This is the school's all-encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. Reach Beyond helps develop our pupils into creative, confident, and proactive individuals. At Sixth Form, we have a Reach Out programme for students as they prepare for life beyond school.

Technology-Rich – All pupils are provided with a school device, and teachers are encouraged to use the latest technology to teach creatively.

Expectations

At The Reach Free School, we expect our Deputy Headteachers to:

- Be leaders of the strongest calibre; we expect you to be the very best
- Have a passion for education and be creative in proposing innovative approaches to everyday aspects of school life
- Be able to successfully manage a challenging workload that covers academic, pastoral and whole-school responsibilities
- Be an excellent networker and communicator
- Contribute to the overall development of the school
- Be committed to securing the best outcomes for all pupils at the school
- Be flexible in their approach to work, adapting to new challenges
- Be passionate about their subject area and learning as a lifelong skill
- Offer enrichment and extra-curricular experiences related to their subject area and beyond

In return, we will offer you:

- The opportunity to be a part of an outstanding senior leadership team, one which is creative and forward-thinking at all times
- The opportunity to strategically shape the future of the school
- The accountability of whole school responsibilities
- The chance to work with Assistant Headteachers and Heads of Department to create an innovative, exciting and engaging curriculum
- Access to the latest technology to assist them in developing their teaching and learning
- Competitive salaries based on skills and experience
- A happy and supportive working environment with high expectations and standards
- Access to the Teachers' Pension Scheme
- A staff committee that organises various social events
- A comprehensive employee assistance programme
- A £500 new employee referral scheme
- Free parking
- A BUPA cash plan to contribute to medical care
- A Cycle to Work Salary Sacrifice Scheme
- An Electric Car Salary Sacrifice Scheme (when eligible)
- Up to five days paid leave in compassionate, emergency or exceptional circumstances. For example, our staff can see their children perform in assemblies or shows.





Job Description

Job Title:	Deputy Headteacher - Pastoral
Reports to:	Headteacher
Hours:	Full-time with daily meetings starting at 7.45am
Salary Range:	Academy Trust Scale, dependent on skills and experience (£76,863 to £91,740)
Start Date:	April 2025

Purpose of the Post:

To support the Headteacher and other members of the Senior Leadership Team in planning, leading, developing and supporting the academic and pastoral elements of The Reach Free School, with particular focus on the responsibilities outlined below. All members of the Senior Leadership Team have a collective responsibility for teaching and learning and maintaining high standards of pupil behaviour and wellbeing.

Overall responsibilities:

- Play an active role in raising the hopes, aspirations and ambitions of our pupils, their families, and the local community.
- Lead by example to create a culture of respect and tolerance and foster positive relationships across the school community.
- Communicate the strategic vision effectively with all stakeholders so that there is a clear understanding of high expectations, aspirations and ambitions for all.
- Be a visible, proactive presence around the school, leading by example and promoting positive attitudes to learning, personal welfare, safety and behaviour from both pupils and staff.

Core Responsibilities:

Leadership and Management: Providing strong leadership and management to a team of staff, ensuring high standards of teaching and learning.

School and Curriculum Development: Effectively contribute to the School Development Plan, identifying areas for improvement within your own remit. Contribute to the development and

implementation of the school's curriculum, ensuring it is engaging, challenging, and meets the needs of all learners.

Pupil Achievement: Promoting high standards of achievement for all pupils, setting ambitious targets and monitoring attainment and progress.

Quality Assurance: Leading quality assurance processes to monitor and improve the effectiveness of teaching and learning.

Staff Development: Leading and managing staff development, ensuring that all staff are well-qualified and highly motivated.

Parental Engagement: Building positive relationships with parents, guardians and carers, involving them in their child's education.

Behaviour Management: Supporting the development and implementation of effective behaviour management strategies.

Safeguarding: Ensuring the safety and well-being of all students, acting as the Designated Safeguarding Lead (DSL).

Specific Strategic Responsibilities:

Alternative Provision: Overseeing the school's engagement with alternative education providers, including relevant Education Support Centres, ensuring suitable provision is available and a smooth transition for pupils.

Attendance: Devising and monitoring the implementation of the school's attendance strategy to ensure that as many pupils as possible benefit from the curriculum and wider opportunities on offer.

Children Looked After: Ensuring the effective support and care of children looked after, working closely with relevant agencies to safeguard their well-being.

CPD and Professional Development: Strategically oversee the school's continuing professional development programme, promoting high-quality opportunities for all staff to enhance teaching and learning.

Inclusion: Strategic leadership of inclusion initiatives, ensuring that all pupils feel valued and supported.

Special Educational Needs: Strategic oversight of the provision for students with SEND, ensuring they have access to appropriate support and resources.

English as an Additional Language: Strategic oversight of the provision for EAL students, ensuring they have access to appropriate support and resources.

Equity and Diversity: Promoting equity and diversity within the school community, challenging discrimination and ensuring all students have equal opportunities.

Examinations and Vocational Qualifications: Overseeing the administration of examinations and vocational qualifications, ensuring compliance with regulations and high standards.

In-Year Admissions: Lead the school's in-year admissions process, ensuring fair and transparent procedures and touring prospective parents.

School Appeals: Responsibility for admissions appeals to the school, representing the school on appeals panels and presenting the school's case.

Pupil Premium: Overseeing the strategic use of Pupil Premium funding to improve outcomes for disadvantaged students.

Operational Responsibilities:

In addition to the strategic responsibilities, the Deputy Headteacher - Pastoral will also be responsible for a range of operational tasks:

Achievement Assemblies: Leading and organising end-of-term achievement assemblies to celebrate pupil success.

Children Looked After Providing support and guidance for the Designated Teacher for children looked after.

Outreach: Engaging with the local community to actively promote the school and maintain the school's excellent reputation locally.

Safeguarding: As the school's Designated Safeguarding Lead (DSL), you will support the Head of Safeguarding and the wider pastoral team in ensuring compliance with KCSIE and responding to safeguarding concerns. This includes ensuring that routines, policies and processes are consistently applied in order to ensure that all pupils are safeguarded effectively.

Trips: Oversee the planning and organisation of school trips, ensuring policy and procedures are followed at all times.

Mental Health Lead: Support the work of the school's Mental Health team.

Line Management: Line management of allocated Assistant Headteachers and other associated staff, ensuring the highest standards of teaching, learning, achievement and pastoral care

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

Wider Responsibilities

The Deputy Headteacher - Pastoral at The Reach Free School will:

- Attend school meetings as appropriate
- Lead and collaborate as a member of the Senior Leadership Team to develop the shared vision for the school
- Play a central role in determining future strategy for the school

- Provide the Governing Body with relevant and accurate information relating to their remit
- Support and participate in the work of The Reach Free School, including undertaking some tasks off-site as agreed
- Contribute actively towards the formulation and consistent implementation of all school policies and procedures
- Agree to challenging subject targets, including pupil attainment targets, ensuring rigorous monitoring, evaluation and review of progress towards these
- Ensure high-quality teaching and learning in line-managed areas
- Contribute to the school's self-evaluation process
- Be involved in the process of appointing new staff, including the shortlisting and interview process
- Be actively on duty at break, lunch and before and after school
- Deliver whole school, house and year group assemblies
- Share in the management of pupil behaviour incidents, making recommendations to the Headteacher regarding suspensions and facilitating the process of pupil readmission
- Manage any capability or disciplinary procedures in line with the school policy, where appropriate
- Be a core part of the performance management review process, setting targets and reviewing progress
- Deliver extra-curricular activities
- Promote equal opportunities and celebrate diversity in all aspects of the school
- Play a full part in the life of the school community, to support its values and ethos, encouraging others to follow this example
- Comply with the school's Health and Safety policy and undertake risk assessments in line with national requirements where necessary
- Show a record of excellent attendance and punctuality
- Adhere to all of the school's policies and procedures
- Teach classes in their specialist subject area and assist in the development of schemes of learning, resources and assessments
- Provide, or contribute to all assessments, reports and references relating to individual pupils and groups of pupils
- Contribute to the school's INSET programme
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, transition events, and the school's community events
- Attend Governing Body meetings as required
- Agree to an Enhanced DBS checking being carried out
- Be a role model for professional practice in the school
- Be expected to mentor teachers in training
- Make a distinctive contribution compared with other teachers and members of staff
- Contribute effectively to the wider team.
- Carry out other tasks commensurate with their position, as directed by the Headteacher

Job context

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Review of Duties

The specific duties attached to any leadership post are subject to annual review and may, after discussion with the Headteacher, be changed.

Salary

The Reach Free School operates its own pay scale. The salary for this position will be based on experience and is on the Academy Trust's Leadership Scale. Salaries will be awarded based on the candidate's experience, skills, and suitability. The pay range for this position is L18 to L26 (£76,863 to £91,740)

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Education to degree level • GCSE Maths and English (grade A*-C) or equivalent • Right to work in the UK • Qualified Teacher Status (QTS) • Evidence of relevant recent continuing professional development (CPD) 	<ul style="list-style-type: none"> • Master's Degree • National Professional Qualifications suitable for the role • Qualifications/ interests relevant to extra-curricular activities
Knowledge and Experience	<ul style="list-style-type: none"> • Recent experience of successful teaching, leading to high achievement for pupils of all abilities • Experience of planning and delivering teacher training and/or mentoring/coaching • Experience of leading and managing teams • Experience of the collection, analysis, and use of data to inform the planning and delivery of teaching and learning • Outstanding subject knowledge • Knowledge and application of Assessment for Learning (AfL) • Thorough knowledge of current subject requirements related to the post-16 courses and examination requirements 	<ul style="list-style-type: none"> • Experience of a variety of schools and school environments • Knowledge of the emerging trends and developments related to post-16 provision • Experience of presenting to a wide audience including teachers, Heads of Department, governors and parents, guardians and carers • Proven success in raising achievement as a Head of Department • Experience of embedding innovative strategies for improving teaching and learning in a whole school situation • Ideas of how literacy and numeracy can be used across the curriculum to raise standards • Experience of managing and implementing change successfully at whole school level

	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> • Ability to motivate, inspire and support all students to achieve and succeed • Ability to reflect and develop your practice for the benefit of all learners • Ability to work collaboratively • Able to communicate with a wide range of audiences • Commitment to The Reach Free School's core values of achievement, community and enjoyment (ACE) • Confident use of technology 	<ul style="list-style-type: none"> • A desire to develop the use of technology in the classroom
Other qualities	<ul style="list-style-type: none"> • Awareness of health and safety requirements related to the role • A flexible approach to working patterns and expectations, understanding the evolving nature of the school and role • A desire to succeed in all aspects of the job • A commitment to the promotion of health, safety and safeguarding of children 	<ul style="list-style-type: none"> • The ability to teach more than one subject

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

Electronically to:	Mrs Keri McKay, HR Officer, kmckay@reachfree.co.uk
By post to:	The Reach Free School Long Lane Rickmansworth Hertfordshire WD3 8AB

Once your application has been received, it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at kmckay@reachfree.co.uk.

Safer Recruitment

The Reach Free School is dedicated to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. To ensure we fulfil this responsibility, all candidates will undergo a thorough selection process designed to deter and identify unsuitable applicants. Details of this process are outlined below. Should you require further information, please do not hesitate to contact the school.

Disclosure

This role involves significant access to children, and any appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check for previous criminal convictions. Candidates must disclose any convictions, cautions, or bind-overs, including 'spent convictions' as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), prior to appointment. Failure to disclose relevant information may result in termination of employment. However, a criminal background will not automatically exclude individuals from employment; each case will be considered based on the nature and timing of the offence(s).

Online searches

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.



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