



# Assistant Headteacher

## Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above the national average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, which puts student engagement, wellbeing and high expectations at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey. However, we will only have fully achieved our vision if they also become well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. We are the lead school across the Mid-Sussex Federation for leadership coaching, working in collaboration with the SSAT. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day. We would love to hear from you if:

- You are an inspirational teacher and/or leader with the ability to inspire young people and colleagues alike
- You share our philosophy of high aspiration and expectations for all students
- You believe that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with me. Visits are encouraged and can be arranged by contacting my PA Katie via [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or telephoning 01342 414900. Application packs are available from our school website at [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk).

Yours faithfully  
Jo Meloni  
Headteacher

## Assistant Headteacher

L13-L16 (£63,430- £68,400)

Permanent, Full Time position - Starting September 2024

This is an exciting opportunity to join this vibrant 11-18 school, situated on the outskirts of East Grinstead. We are an ambitious and inclusive school, with high expectations in everything we do.

Sackville is a good school, with good outcomes, but we know that there is always more that we can do. We understand all too well the challenges many schools are facing right now. For us, this just drives us to do even better, to meet the needs of our students and support colleagues to have the positive impact they want to make each and every day. If you are an exceptional leader who is ready to play a pivotal role in building upon our success and working to ensure every student is supported to achieve their very best, we would love to hear from you.

Each member of our senior team is linked to one of our Communities and therefore has a pastoral responsibility. However the specific portfolio for this role has not been pre-determined. We will take into consideration your attributes and experience throughout the recruitment process and align these to that of our current team. For us, getting the right person for our school and our team is our number one priority.

What we are looking for is an inspirational teacher, leader and person to join our team following the retirement of the current post-holder. Someone who can offer forward thinking, dynamic leadership. Someone who has the potential to grow with us and to make a significant difference to the experiences and outcomes of our students.

This is a great school, with students who want to learn and achieve well. You would be joining an ambitious and dedicated team of teaching and support staff, supported by a Governing Body who share our ambition to provide the very best educational opportunities for all our young people, no matter what their starting points in life. We continually fight for every child, encouraging every student to be the best they can be.

### What we can offer you:

- A strong team ethos, with caring colleagues
- Great students who want to learn and supportive families
- A school that genuinely believes in supporting staff and student wellbeing
- Access to leadership coaching and other professional development opportunities

Please submit a letter of application that demonstrates how you meet the person specification including:

- An overview of how your experience has prepared you for this role
- Which area(s) of whole school leadership you would be interested in leading on in the first instance

**Closing Date:** 8.00 am Thursday 14 March 2024 **Interview date:** Wednesday 20 and Thursday 21 March 2024

We reserve the right to close and shortlist early, therefore early applications are encouraged.

Application letters should be addressed to the Headteacher, Jo Meloni, on no more than two sides of A4. Please send your letter, together with the application form and safer recruitment form to the Headteacher's PA Katie Dawson [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk)



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

# JOB DESCRIPTION

## Assistant Headteacher

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

### Purpose of Job

To work with the Headteacher and Senior Leadership Team in providing strategic leadership and management for the school.

### Main Areas of Responsibility

- Line management of middle leaders and support staff as applicable to the role.
- Communicating the school's vision and driving the strategic leadership, empowering all students and staff to excel.
- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Ensuring the highest possible standards for safeguarding students within our community.
- Developing existing and new systems and structures to support the efficient running of the school and quality first teaching.
- Ensuring effective engagement with families to help maximise student progress.
- Specific strategic leadership of an area(s) of school improvement.

### Accountabilities

#### Leadership

- The school is committed to the safeguarding of the children in it.
- To be a lead professional and role model within our community.
- To work with the rest of the Senior Leadership Team in providing clear direction for the development of the school.
- To contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's plans and self-evaluation.
- To support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's vision, values and objectives.
- To plan, organise and chair meetings as appropriate.
- To establish good relationships, encourage good working practices and support and lead teachers and support staff.
- To support the Headteacher in the implementation of the school's appraisal policy.
- To liaise with the governing board, when appropriate, to facilitate their overview of the school.
- To encourage creativity, innovation and the use of new technologies to achieve academic excellence.
- To support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills and expertise, ensuring all staff have a clear understanding of their roles and responsibilities.
- To act as a 'critical friend' and provide effective professional challenge and support to the Headteacher.
- To provide information and advice to the Headteacher, governing board and support proper accountability procedures throughout the school.

## Teaching and Learning

- Take a lead role in the provision of excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to students' high achievement and well-being.
- Be excellent practitioners yourself and have the ability to bring out the best in colleagues.

## Strategic Planning

- Inspire and influence others – both within and beyond school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- To serve as a member of the Senior Leadership Team and assist with whole school strategic planning as required.
- To ensure that the vision for the school is shared, understood and acted upon by all through your everyday practice.
- To produce and implement clear, evidence-based improvement plans and policies for the further development of the school, as required.
- To ensure that such policies take account of national and local circumstances and initiative.
- To be responsible for sections of the School Evaluation Form and School Development Plan as directed by the Headteacher.

## Management of self and others

- To line manage and carry out the annual PDRs of the colleagues you directly line manage.
- To treat all people fairly, equitably and with dignity and respect, thereby supporting a positive culture in line with the aims of the school.
- To build a collaborative learning culture within and beyond the school, actively engaging with other local schools to develop learning communities.
- To set high expectations for self and others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and take responsibility for own personal and professional development.
- To promote an ethos in which success is celebrated, personal responsibility is expected and feedback from others is valued.

## Strengthening Community

- To act as an ambassador for and SLT link to, one of our 5 smaller Communities (pastoral structure). Helping to foster a sense of friendly competition and engagement in whole school life for students and staff, in addition to upholding standards and meeting key performance indicators.
- To help build a culture and curriculum that takes account of the growing diversity of the school's community.
- To promote positive strategies for challenging prejudices and dealing with discriminatory behaviour, if observed.
- To ensure students' learning is linked into and integrated within the wider community.
- To maintain an effective partnership with parents and carers in order to support and improve students' achievement and personal development.
- To seek opportunities to invite families, community figures, businesses or other organisations into the school so as to enrich learning and promote the worth of the school to the local community.
- To contribute to the wider development of education by sharing good practice, working in partnership with other schools and promoting initiatives.

## All Senior Leaders

- To attend all SLT meetings and any governing body meetings that may be needed.
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Attend and oversee school events and activities as required by the Headteacher.
- Represent the school at external meetings and other events as required.
- Engage with the school's programme of extra-curricular activities.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the Headteacher.
- Promote equality and opportunity for all students and staff, both current and prospective.
- Engage actively in the performance review process.
- Adhere to policies as set out in the Staff Handbook.
- Undertake other reasonable duties related to the job purpose required from time to time.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, carers, visitors and colleagues.

## Safeguarding

- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.
- Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

## Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance management and personal development.
- This is a 'job description' only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the holder of the post.

*To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.*

*Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.*

*Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.*

*This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.*

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



# PERSON SPECIFICATION

## Assistant Headteacher

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
Graduate (with a good honours degree)	✓	
Qualified teacher status	✓	
Higher degree		✓
NPQSL (or working towards this or similar professional qualification)		✓
Experience		
Minimum of five years teaching experience, with sustained impact at middle or senior leadership in a secondary school	✓	
Evidence of continuous self-development and updated knowledge in the fields of education leadership, management, pedagogy, ICT/e-learning and post-16	✓	
Evidence of wide-reading/CPD and a genuine interest in academic research in both pedagogy and school leadership	✓	
Experience of presenting to a wide audience including staff, governors, parents/carers and students	✓	
A record of raising standards in pedagogy, provision and outcomes	✓	
Successful record of having a significant impact on outcomes for all students	✓	
Successful record of implementing strategies that have had a positive impact on the quality of education, achievement and outcomes.	✓	
Professional knowledge, abilities and aptitudes		
Excellent classroom practitioner	✓	
Knowledge and understanding of the national educational agenda	✓	
Successful experience of using performance data to improve the quality of learning	✓	
High level of ICT skills and both knowledge and experience of how new technologies can be used to transform learning and raise achievement		✓
Excellent communication and presentation skills	✓	
A high degree of personal and professional integrity, confidence, and loyalty. Exceptional self-management	✓	
A sense of perspective and of humour	✓	
Emotional and social resilience and intelligence in the face of challenge	✓	

Enthusiasm for and commitment to the realisation of the school vision	✓	
Record of good attendance and punctuality	✓	
Flexible, adaptable and resilient under pressure	✓	
Comprehensive understanding both of national performance measures for schools, regulatory frameworks and the OFSTED inspection framework		✓
<b>Leadership experience / People management</b>		
Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance	✓	
Evidence of experience in highly successful leadership to support a positive culture of behaviour across a school	✓	
Successful experience of managing and implementing change successfully at whole school level		✓
Proven ability to identify and implement strategies to raise standards through line management	✓	
Ability to lead and manage own work effectively and take responsibility for own professional development	✓	
Ability to enhance performance by motivating and developing staff	✓	
High profile presence in the school as a middle or senior leader	✓	
Recognising that different employees will have differing working and behavioural predispositions and working to accommodate those styles for the benefit of the organisation	✓	
Evidence of effective experience in supporting other schools and teachers.	✓	
The ability to work 1:1 with colleagues to develop their practice	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes



# SLT Team Overview

The table below shows an overview of our senior leadership team and how responsibilities are currently allocated. The intention is for a review of some of these responsibilities following this appointment.

## Leadership and Management Structure & Responsibilities 2023-2024

At Sackville School leaders at all levels are responsible for...		<ul style="list-style-type: none"><li>• Getting the best out of others</li><li>• Putting students' needs first</li><li>• Having consideration for staff workload and wellbeing (Charter)</li><li>• Are committed to their own and others professional development</li><li>• Developing and engaging in a culture of coaching</li><li>• School/team improvement planning, monitoring and evaluation</li></ul>		<ul style="list-style-type: none"><li>• Quality assurance, inspections and review processes</li><li>• Policy Development and modelling</li><li>• Being outward facing including commitment to federation collaboration</li><li>• Being kind, respectful and a good listener</li></ul>			
<b>Governing Board</b>							
Chair of Governors - Emmeline Kane		Vice Chair - Peter Hannaford					
<b>Senior Leadership Team (SLT)</b>							
<b>Role</b>	<b>Role</b>		<b>Role</b>		<b>Role</b>		
<b>Headteacher - (JMI)</b>	<b>Deputy Head - Pastoral (PST)</b>		<b>Deputy Head – Raising Standards leader (PCN)</b>		<b>Assistant Head -Safeguarding &amp; Attendance (AMN)</b>		
<b>Assistant Head (JKE) Data/trips</b>	<b>Assistant Head / Head of Sixth Form / (HVE)</b>		<b>Assistant Head - Teaching &amp; Learning / QA / Voc Lead / Coaching &amp; mentoring (JCT)</b>		<b>Assistant Head - Teaching &amp; Learning (Pedagogical development / CPD / PD <u>curric</u>) (PQY)</b>		
<b>Wider SLT</b>							
<b>Role</b>	<b>Whole School Responsibilities</b>		<b>Role</b>		<b>Whole School Responsibilities</b>		
CTL English (JGS)	Teaching and Learning Lead*		SENDCO (SHN)		SEND and Adaptive teaching		
CTL Maths (IWE)	Incl numeracy		CTL Computing (AGY)		Online safety and Digital Learning		
CTL Technology (KTN)	Duties; Extracurricular/CEW & Induction Tutor (ECTs)		CTL History		Teaching and Learning Lead*		

Senior Leadership Team (SLT)					
All members of SLT are involved in policy development and implementation; overseeing whole school self-evaluation; identifying school development priorities with their respective teams and school governors in addition to ensuring a culture of safeguarding permeates all aspects of school life.					
Role	Responsibility		Line Management	Organisation	External Networks
<b>JO MELONI</b> Headteacher	<ul style="list-style-type: none"> <li>• Vision &amp; values</li> <li>• Culture &amp; Ethos</li> <li>• Strategic lead for school improvement</li> <li>• SDP / SEF Lead</li> <li>• HR</li> <li>• Staff recruitment and deployment</li> <li>• Strategic oversight of policies</li> </ul>	<ul style="list-style-type: none"> <li>• Staff wellbeing and development</li> <li>• Governance</li> <li>• School performance</li> <li>• Suspensions/Exclusions</li> <li>• Federation strategy</li> <li>• Press/publicity</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Heads x2</li> <li>• Assistant Heads x5</li> <li>• School Business Manager</li> <li>• Headteacher's PA</li> <li>• Induction tutor*</li> </ul>	<ul style="list-style-type: none"> <li>• SLT meetings</li> <li>• Governor meetings</li> <li>• Wider SLT</li> <li>• Staff bulletin</li> </ul>	<ul style="list-style-type: none"> <li>• Governors</li> <li>• Mid Sussex Federation</li> <li>• PiXL/SSAT/Challenge Partners</li> <li>• WSCC Link Adviser/HR/Lado</li> <li>• Ofsted</li> <li>• WSCC SIP</li> <li>• LADO</li> </ul>
<b>PAUL STREET</b> Deputy Headteacher Student Provision	<ul style="list-style-type: none"> <li>• Culture (Behaviour) for Learning incl rewards</li> <li>• Curriculum (intent) (7-13)</li> <li>• Learning for Life strategic (JEY)*</li> <li>• Tutor / assembly provision (JEY)*</li> <li>• Alternative curriculum</li> <li>• Staff deployment/Timetetable</li> <li>• Transition Y6-7</li> <li>• Equal Opportunities</li> <li>• Liaison with unions</li> <li>• Staffing &amp; Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• SEND (provision &amp; progress)</li> <li>• Deputy DSL</li> <li>• In-year Admissions</li> <li>• Student MHWB</li> <li>• Fundraising</li> <li>• Careers (HSH)</li> <li>• Student voice strategy (JPN)</li> <li>• Parent/carer Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Intervention and Link</li> <li>• Inclusion/MHWB Lead (disadvantaged)</li> <li>• Alternative provision lead</li> <li>• Learning for Life Coordinator</li> <li>• CTL Geography</li> <li>• CTL MFL</li> <li>• CTL History</li> <li>• Holmes Community SLT Link</li> </ul>	<ul style="list-style-type: none"> <li>• Community Team meetings</li> <li>• Curriculum Group</li> <li>• Oversight of Open Evening</li> <li>• Behaviour systems and rewards</li> <li>• Prospectus/Options</li> <li>• CAMs/PAMs</li> <li>• Staff bulletin</li> </ul>	<ul style="list-style-type: none"> <li>• Governors (FGB, Teaching &amp; Learning Committee)</li> <li>• CP/Attendance staff</li> <li>• Primary School Heads (EGGS); CJC</li> <li>• Links with colleges (vocational)</li> <li>• Mid Sussex Federation – curriculum</li> <li>• Mid Sussex safety group</li> <li>• WSCC</li> </ul>
<b>PETER COWLIN</b> Deputy Headteacher Raising Standards leader	<ul style="list-style-type: none"> <li>• Raising Standards</li> <li>• Performance monitoring (all, gaps, PP, gender, GAMA)</li> <li>• Intervention strategies and monitoring and associated funding (covid catch-up; tutoring, PP, P-16 catch-up and sixth form bursary)</li> <li>• Data management, assessment and monitoring and target setting/MEGs</li> <li>• Staff PDRs</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic development of Bromcom &amp; SISRA technologies</li> <li>• GDPR</li> <li>• Exams</li> <li>• ICT Strategy</li> <li>• Communications/publicity (website/Sackville News/social media)</li> <li>• Calendar incl DTB</li> <li>• Liaison with unions</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Sixth Form</li> <li>• CTL English</li> <li>• CTL Computing</li> <li>• CTL PE</li> <li>• Literacy coordinator</li> <li>• Database Admin/Admissions - (TJN)</li> <li>• Turing Community SLT Link</li> </ul>	<ul style="list-style-type: none"> <li>• Target setting</li> <li>• Chair progress meetings</li> <li>• Chair CTL meetings</li> <li>• Families Bulletin</li> </ul>	<ul style="list-style-type: none"> <li>• Governors (FGB, Teaching &amp; Learning and Resources and Personnel Committee)</li> <li>• Higher Ed</li> <li>• PiXL</li> <li>• Mid Sussex Federation (progress and assessment)</li> <li>• WSCC</li> <li>• SSAT Leading Edge</li> </ul>
<b>JAMES COLLETT</b> Assistant Head Teaching & Learning MER	<ul style="list-style-type: none"> <li>• MER Processes</li> <li>• Quality Assurance of teaching and learning leading the review programme</li> <li>• Leading internal &amp; cross Federation coaching strategy</li> <li>• Vocational qualifications Lead</li> </ul>	<ul style="list-style-type: none"> <li>• Staff development (coaching and mentoring)</li> </ul>	<ul style="list-style-type: none"> <li>• CTL Science</li> <li>• CTL Maths &amp; numeracy</li> <li>• CTL Music</li> <li>• Performing Arts/H&amp;SC</li> <li>• ITT Professional Tutor (HWE)</li> <li>• Attenborough Community Link</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching team</li> </ul>	<ul style="list-style-type: none"> <li>• PiXL</li> <li>• Challenge Partners</li> <li>• Mid Sussex Federation (coaching lead)</li> </ul>
<b>PATRICK QUIGLEY</b> Assistant Head Teaching & Learning Development & Wider Curriculum	<ul style="list-style-type: none"> <li>• Teaching and learning Development</li> <li>• Strategic oversight of all CPD</li> <li>• Learning for Life strategic (JEY)*</li> <li>• Tutor / assembly provision (JEY)*</li> <li>• Character Development (PTR) &amp; Hayley Garrison</li> <li>• Futures (Careers) (HSH)</li> </ul>	<ul style="list-style-type: none"> <li>• Wider curriculum (KTN)</li> <li>• Homework</li> <li>• Induction Tutor (KTN)</li> </ul>	<ul style="list-style-type: none"> <li>• CTL Art</li> <li>• CTL B&amp;V</li> <li>• ECT Professional mentor</li> <li>• Angelou Community SLT Link</li> <li>• Futures (HSH)</li> <li>• Learning for Life Coordinator</li> <li>• Induction Tutor (KTN)</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching &amp; Learning Team</li> <li>• Scheduling</li> <li>• INSET/CPD*</li> </ul>	<ul style="list-style-type: none"> <li>• PiXL</li> <li>• Challenge Partners</li> </ul>
<b>ALEX MILLICAN</b> Safeguarding and Attendance	<ul style="list-style-type: none"> <li>• Safeguarding (DSL)</li> <li>• Attendance</li> <li>• Student safeguarding curriculum</li> <li>• Safeguarding training strategy</li> <li>• SCR</li> <li>• Children at Risk</li> <li>• LACs</li> </ul>	<ul style="list-style-type: none"> <li>• Student voice (safeguarding)</li> <li>• Staff safeguarding and prevent CPD programme &amp; induction</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding team</li> <li>• Attendance</li> <li>• Amy Steer</li> <li>• DSL Team</li> <li>• Yousafzai Community SLT Link</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding team meetings</li> <li>• CAMs/PAMs</li> </ul>	<ul style="list-style-type: none"> <li>• Primary Schools</li> <li>• Schools' Network panel meetings</li> <li>• Support Agencies</li> <li>• Curriculum Team Leaders</li> <li>• LA panel meetings</li> </ul>
<b>JAMES KEEBLE</b> Data & Reporting	<ul style="list-style-type: none"> <li>• Data management, Reporting and Consultation Evenings</li> <li>• Daily cover/exams (support)</li> <li>• Census returns</li> <li>• Quality nominee</li> <li>• Fundraising (with communities so not needed as single member of SLT)</li> <li>• Trips and visits</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; safety</li> <li>• Bus liaison</li> <li>• Strategic oversight of wider curriculum including Extra-curricular activities, trips, visits and CEW (KTN)</li> <li>• DoF oversight</li> </ul>	<ul style="list-style-type: none"> <li>• Cover manager</li> <li>• Secretarial data handling</li> <li>• CTL Media</li> <li>• CTL DT</li> <li>• Attenborough Community SLT Link</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of visits, journeys, special events</li> <li>• Exam and sweeps analysis</li> <li>• Consultation evenings</li> <li>• Processing of GCSE options</li> </ul>	<ul style="list-style-type: none"> <li>• WSCC</li> </ul>
<b>HELEN VALENTINE</b> Head of Sixth Form	<ul style="list-style-type: none"> <li>• Post-16 curriculum</li> <li>• Sixth form progress and attainment</li> <li>• KSS Safeguarding and wellbeing (safeguarding team)</li> <li>• Sixth Form tutorial programme &amp; Learning for Life</li> <li>• KSS prospectus</li> </ul>	<ul style="list-style-type: none"> <li>• Sixth Form destinations and futures</li> <li>• Sixth Form recruitment</li> <li>• Leadership &amp; coordination of GAMA</li> <li>• Student leadership (sixth form)</li> <li>• Post-16 catch-up fund and sixth form bursary</li> </ul>	<ul style="list-style-type: none"> <li>• University Admissions Leader</li> <li>• Sixth Form Leadership Team</li> <li>• Sixth Form tutor team</li> <li>• CTL Sociology</li> <li>• CTL Business</li> <li>• CTL Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• Sixth Form events, including Open Evening, results day</li> </ul>	<ul style="list-style-type: none"> <li>• UCAS/universities</li> <li>• Apprenticeships</li> <li>• Post 16 providers</li> <li>• PiXL6</li> </ul>

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers



## LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.

## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a lifelong love of learning
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through high quality teaching and assessment
- ✓ To ensure all students achieve their potential regardless of their ability, we fight for every child
- ✓ To plan an ambitious programme of professional learning for all staff, using research and evidence to guide their development
- ✓ To prepare students for the world of work and to live fulfilling adult lives as global citizens
- ✓ To work closely with other professionals and agencies to serve the needs of our community

Together  
We  
Achieve

Sackville  
Way

Our  
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



Sackville School  
on a page

PO S ITIVITY  
A MBITION  
C OMMUNITY  
TEAMWOR K  
INCLUSI V ITY  
CUR I OSITY  
RESI L IENCE  
EQUA L ITY  
HON E STY





Sackville School

TOGETHER WE ACHIEVE