



# SARACENS HIGH SCHOOL

---

## SUBJECT LEAD

---



SARACENSHIGHSCH



SARACENSHIGH.ORG



## SARACENS HIGH SCHOOL

# WHAT ARE WE LOOKING FOR?

Saracens High School opened in September 2018. Saracens Multi-Academy Trust (MAT) was looking for a group of truly exceptional staff with the drive and ambition to take forward its vision to create an exceptional new secondary school in Colindale, Barnet. We have been a full school since 2024, complete with a thriving sixth form offering a range of pathways.

Our ethos embraces feelings of trust, knowledge, reciprocity and shared behavioural norms that create in our school a quality of life for staff and pupils that is both enjoyable and productive. Our connection with each other creates a sense of place, promotes friendships, encourages and makes possible special moments, experiences and outstanding memories. Saracens High School is a place where people return with great eagerness, into an atmosphere of acceptance and belonging that brings out the very best in people, motivating them to give their very best efforts in the classroom and in all their activities.

By creating high levels of trust within our school we produce a climate of psychological safety and honesty, allowing people to develop without fear of criticism and to give all of themselves to the academic, community and social goals. Saracens High School is different. It takes a modern and pioneering approach to individual character development through every aspect of school life. Our staff embody this vision and enable all pupils in all aspects of learning and life to be, "the best that they can be". To do this well, we are looking for people who, as teachers and support staff, will recognise and enhance the individual abilities of each child. Our leaders and staff place equal emphasis on learning with coaching confidence, self-esteem and teamwork so that pupils of the school can achieve the outcomes they aspire to.

## PURPOSE OF ROLE

Subject Leads at Saracens High School will provide the professional leadership and management of the school by:

- Recognising and enhancing the individual abilities of each child.
- Ensuring that all members of the school community are treated and behave with mutual respect, encouraging positive behaviour and a desire to work hard for the benefit of the community and themselves.
- Ensuring that teaching styles reflect an unquestionable commitment to success for all.
- In conjunction with Saracens MAT developing and implementing a unique curriculum to meet the needs of the learner.
- Nurturing staff and pupils as team players.
- Fulfilling a commitment to safeguarding and promoting the welfare of children in accordance with the Trust's policies and statutory guidance.
- Ensuring successful implementation of the Trust's and governors' policies to support the achievement of the Trust's aims.

Within the wider Saracens organisation our success is underpinned by our core values. In Saracens Multi-Academy Trust we live those same values:

**Discipline:** our school is an orderly, safe and joyful place where our pupils will be guided in their behaviour by fair and sensible principles.

**Hard Work:** our school is a place where the staff and children work incredibly hard to fulfil the potential of each individual and to maintain a relentless effort for improvement.

**Honesty:** we insist on an honest appraisal of the efforts and attitudes of pupils in all areas of their education.

**Humility:** our teaching styles reflect the culture of success and commitment to character development with achievement celebrated as warmly as attainment.



Dear Candidate

Thank you for your interest in joining us at Saracens High School in what is a unique opportunity in education. We opened in September 2018 and have been a full school, with a thriving sixth form, since 2024.

We are looking for inspirational colleagues to join an exceptional staff where we all strive to create an exciting school to meet the aspirations of our local community. Each year we have been heavily oversubscribed and we have a waiting list for all year groups, with the vast majority of pupils living within a mile of the school.

We are a learning community, in an area of high deprivation, which will change lives by helping our aspirational pupils fulfil their potential. Our focus on personal and academic achievement is derived from our link with the wider Saracens group, which is a values-driven organisation with a proven track record of excellence in all that it does. Our shared values of discipline, hard work, honesty and humility underpin everything we do.

Our work, supported by the local authority and some outstanding organisations, brings a commitment and drive to the Grahame Park area of Barnet, improving outcomes and stirring the aspirations and ambitions of young people and their families. We provide an education that builds character and resilience, as well as academic excellence. Our educational partnership with Mill Hill and Belmont Schools, as well as our relationships with local primaries, Middlesex University, local and national businesses, and the Saracens Sport Foundation provide exceptional support that extends to opportunities for collaborative work and training.

We are looking for inspiring and caring colleagues to join our outstanding staff who have established an exceptional learning ethos. To realise our vision, we are recruiting outstanding classroom practitioners, who can motivate and stretch pupils of all abilities. You will need an infectious enthusiasm that promotes a genuine passion for your subject, and a desire to change the lives of young people by creating memorable opportunities.

Character education permeates all areas of our curriculum and daily interactions with our young people. There are wide-ranging responsibilities with this role, including embedding the values and vision of the school, contributing to the development of the curriculum in your subject area, and delivering inspiring lessons.

We are ambitious and demanding of each other, while also being caring and supportive. We have generous teacher loadings, an on-site gym that is free for staff, the opportunity for colleagues to take family days, and access to a staff counsellor. We know the job is demanding and we do all we can to support each other.

Staff display humility in success, and take responsibility when things don't go as planned, viewing any setbacks as learning opportunities. We are committed to developing a learning culture for everyone. However experienced you are, or if you are just starting out as a teacher, we will work together to improve further and prepare you well for the next step in your career.

I would welcome informal conversations with any potential applicants, and I look forward to meeting you during the interview process.

Yours sincerely,

**Dr Matthew Stevens**

Principal

## WHAT DO WE OFFER?

### YOUR WORKING CONTEXT

- The opportunity to work in a recently opened school.
- A brand new building that opened in November 2021.
- Attractive, well-resourced educational environment throughout.

### THE EDUCATIONAL ENVIRONMENT

- A school that opened in 2018 with just Year 7 which will grow each year until full in 2024.
- A school that will support character development.
- Free school curriculum freedoms and flexibilities.
- Opportunities for innovation – the opportunity to carry out research, try new ideas and work with others across the Trust and beyond.
- Partnerships with Saracens Sport Foundation, Middlesex University and successful local primary and secondary schools.

### FOR YOU PERSONALLY

- Full support for ECTs.
- Personal portfolio to support and develop your career in and beyond the school.
- A supportive Trust and Local Governing Body.
- The opportunity to influence the future growth and development of both the school and the Trust.
- The opportunity to develop your own passions and expertise.
- Free access to the school gym.
- Secure on-site parking plus EV charging points.

## WHAT DO WE WANT FROM YOU?

We are building a team of great teachers, from ECTs through to those with years of experience, to turn the Trust vision into a reality of a successful, local high school.

### WE EXPECT YOU TO

- Embrace the notion of being part of the Trust.
- Have a clear vision for the school and a strong drive for success for the students.
- Be a reflective leader who can inspire others to join them on this unique journey.
- Be an outstanding classroom practitioner and have a passionate commitment to high quality learning and teaching.
- Believe that all children can succeed both socially and academically.
- Have new ideas and fresh perspectives on raising the aspirations of young people, families and the local community.
- Have the skills to engage parents and the community in the development and activities of the school.
- Have a passion for innovative approaches to the curriculum, teaching, learning and assessment.



# JOB DESCRIPTION

## POSITION

Subject Lead

## REPORTING TO

Relevant Assistant Principal

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The main purpose of this role is to ensure high standards of achievement in the subject, and to lead teaching and learning within the curriculum, so that pupils make appropriate progress and enjoy their learning.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they make expected levels of progress.

## YOUR KEY ACCOUNTABILITIES AS SUBJECT LEAD ARE TO:

- Lead and manage all teaching and learning in the subject area with the aim of ensuring that standards of attainment meet the school's high expectations.
- Monitor the work of the subject area, holding all members of the team to account on their roles and responsibilities.
- Organise team meetings to discuss the implementation of subject policy.
- Prepare the subject development plan to reflect priorities.
- Analyse data on pupil progress, achievement and attainment in line with school policy and practice.
- Lead curriculum development within the subject and act as a source of advice, guidance and authority on the subject within the school.
- Establish and maintain a climate within the subject which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all.
- Devise and implement schemes of work for all subject courses in each Key Stage, ensuring that these support good learning and good pupil progress.
- Manage informal and formal assessment within the subject, implementing school assessment policies and leading the use of assessment information to enable teachers to set appropriate progress targets and review and evaluate pupil progress.
- Contribute to the selection for appointment and professional development of teachers and support staff including the induction and assessment of new and newly qualified teachers to work in the subject area.
- Through excellent practice, well-developed teaching skills and curriculum knowledge, provide coaching and mentoring support for colleagues in the subject area.
- Manage the budget allocation for the subject area, ensuring that resources are deployed to support pupil progress.
- Ensure that each external examination syllabus is appropriate and that the specification(s) are known and understood by all staff teaching the course and to liaise with the Exams Officer as necessary.
- To arrange long-term cover in the absence of a team member.

## TEACHING AND LEARNING

- Plan and deliver lessons in accordance with the school policy on teaching and learning subject area schemes of work.
- Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Learning Support Assistants, and with other adults who may attend lessons to support pupils.
- Know, and take account of, pupils' prior levels of attainment and use them to plan lessons and set targets for future improvements.
- Set work for pupils absent from school for health and disciplinary reasons.
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere.
- Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code.

## ASSESSMENT, RECORDING AND REPORTING

- Maintain notes and plans of lessons undertaken, and records of pupils' work.
- Mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Complete pupil reports and progress grades in line with policy and as specified in the published calendar.
- Attend the appropriate parents' evenings to keep parents informed about the progress of their child.
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for pupils.

## PASTORAL RESPONSIBILITY

- Undertake responsibility for a group of pupils as required.
- Be the first point of contact for parents of pupils in the group, liaising with other staff as appropriate.
- Communicate regularly with the Year Lead about any issues or concerns about individual pupils or the tutor group as a whole.
- Monitor (and set targets for) the social and academic progress of individuals in the tutor group and be prepared to discuss these with parents.
- Be prepared to deliver the tutorial programme registration as required by the school.
- Promote good attendance and monitor this in accordance with the school's attendance policy, ensuring that the school's attendance administrator receives information promptly and accurately.
- Attend assemblies with the pupils and encourage them to take an active role in presenting assemblies.

## PROFESSIONAL STANDARDS

- Make the education of pupils the first concern and be accountable for achieving the highest possible standards of work and conduct.
- Support the aim of the school and endeavour to promote our development as a learning community.
- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at, and participation in, events such as open evenings and options evenings (as appropriate to your responsibilities).
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc.
- Take responsibility for your own professional development and participate in staff training when provided and seek out other opportunities.
- Reflect on your own practice as well as the practice of the school with the aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the Staff Handbook, subject area/year group documentation, etc.
- Participate in the management of the school by attending various meetings according to the schedule.
- Participate in school and subject area evaluation and programmes for monitoring teaching and learning.
- Undertake duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake professional duties that may be reasonably assigned to you by the Principal.
- Be proactive and take responsibility for matters relating to Health and Safety.



## OTHER DUTIES

- To undertake duties before school, and during breaks (including lunch) on a rota basis.
- To set cover work when on leave of absence.
- To play a full part in the life of the school community, supporting our ethos and encouraging staff and pupils to follow this example.

## LINE MANAGEMENT

- To line manage the team, including: recruitment; induction; training and development; 1:1 meetings; performance review meetings; absence management; performance and conduct – liaising with HR where required.
- To communicate relevant school procedures to the team and ensure that they are adhered to.

**The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.**



# PERSON SPECIFICATION

|                                     | ESSENTIAL  | DESIRABLE  |
|-------------------------------------|--|--|
| <b>EDUCATION AND QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Education to degree or equivalent level + QTS</li> <li>• Evidence of continuing and recent professional development relevant to middle leadership</li> <li>• Demonstrable commitment to own professional development</li> <li>• Advanced knowledge of National Curriculum and reformed GCSE requirements</li> <li>• ICT skills that reflect the impact of technology on modern classrooms</li> </ul>  | <ul style="list-style-type: none"> <li>• A higher degree in a relevant discipline</li> <li>• Experience of leading a subject area with successful outcomes in attainment and pupil progress</li> <li>• Completion of Middle Leadership training or other leadership qualification</li> </ul> |
| <b>TEACHING</b>                     | <ul style="list-style-type: none"> <li>• Outstanding teacher with evidence of successful teaching in a secondary school</li> <li>• Experience of teaching A Level/KS5</li> <li>• Good knowledge and understanding of the range of complex needs experienced by young people</li> <li>• Ability to use educational data and strategic information to raise student attainment</li> <li>• ICT competency</li> <li>• Knowledge and understanding of safeguarding issues</li> </ul>  |  |
| <b>LEADERSHIP AND MANAGEMENT</b>    | <ul style="list-style-type: none"> <li>• Ability to set clear expectations, to demand high standards and to hold others to account</li> <li>• Positive attitude towards change; innovative and self-reflection</li> <li>• The ability to plan and prioritise, to complete tasks efficiently on time and to work with detail</li> <li>• The ability to motivate and enthuse colleagues</li> <li>• Excellent communication and interpersonal skills</li> <li>• Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively</li> <li>• Experience of negotiating and influencing others</li> <li>• Experience of building and maintaining effective relationships</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of leading, managing and developing a team</li> <li>• Experience of writing reports</li> <li>• Experience of delivering presentations and training colleagues</li> </ul>   |

|  | ESSENTIAL   | DESIRABLE  |
|--|---|--|
| <b>LEADERSHIP AND MANAGEMENT CONT.</b> | <ul style="list-style-type: none"> <li>Ability to chair meetings effectively and delegate</li> <li>Resilient when faced with complex situations</li> </ul>  |  |
| <b>RELEVANT EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>Recent experience in a comprehensive school</li> </ul>   | <ul style="list-style-type: none"> <li>Recent experience of middle leadership</li> <li>Successful experience of leading a significant 'new initiative'</li> </ul>  |
| <b>ADDITIONAL REQUIREMENTS</b>         | <ul style="list-style-type: none"> <li>Commitment to continuous improvement</li> <li>Commitment to meeting the needs of all students</li> <li>Sense of humour, presence, drive, passion and flexibility</li> <li>Ability and willingness to work flexibly to meet school needs</li> <li>Able to work independently and as part of a team</li> <li>Approachable and sensitive to the needs of others</li> <li>Openness and willingness to address and discuss relevant issues</li> </ul> | <ul style="list-style-type: none"> <li>Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the school</li> <li>Willingness to contribute to events and activities for members of the wider community</li> </ul> |

**Saracens Multi-Academy Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.**

## HOW TO APPLY

Complete the application form on the TES website or on MyNewTerm.

Your supporting statement must include references to the job description and person specification.

In addition, please explain why you are the right person for the role, specifically in relation to Saracens High School.

If you have any questions, would like an informal conversation about the role, or to arrange a visit, please contact the Principal's PA on 020 8181 3180 or email [principal@saracenshigh.org](mailto:principal@saracenshigh.org)



**SARACENS  
HIGH SCHOOL**

