


Ofsted
Outstanding

school21
FOR SUCCESS IN THE 21ST CENTURY



**Candidate Information Pack:
Executive Assistant to the Headteacher
and Special Projects**

Welcome to School 21



To join School 21 is to join a community of pioneers – staff and pupils who want to do things differently, who want to provide pupils with the opportunity to thrive in the 21st century.

Here we think deeply about how we can have the biggest impact on pupils who often come from fragile homes. We strive to give pupils the most challenging and exciting curriculum possible and we treat each other with respect, kindness and support.

We are a growing organisation, partnering with other schools, and with approval to set up two new schools in the next few years, this is a great time to be part of the team and help shape the next stage of our journey.

School 21 is a different kind of school and we are looking for people who have a belief that more of the same is just not ambitious enough. We would love you to visit and see the school in action or call us to talk things through.

Oli de Botton
Headteacher



Our Story

School 21 is a pioneering new 4 to 18 school in Stratford, East London, for girls and boys and children from all backgrounds.

The three founders of School 21 Peter Hyman, Oli de Botton and Ed Fidoe came together with a shared belief that education must be done differently if we are to prepare young people properly for the world they are going into. Their conviction was that we needed schools to rebalance head (academic success), heart (character and wellbeing) and hand (generating ideas, problem solving, making a difference).

So School 21 has developed a series of pedagogies and approaches that give students the chance to find their voice, develop deep knowledge and understanding, and create beautiful work that has real value beyond the classroom.

We have plans to set up two new schools in close proximity to School 21 which will give staff opportunities to grow and develop, making it a very exciting time to join us.



Ofsted “Outstanding”

In June 2014 School 21 was graded as ‘Outstanding’ in all categories, in its first Ofsted inspection since opening. Many of the findings reflected the impact of our innovation: “Pupils across the school make exceptional progress.” “Pupils have excellent attitudes to learning, impeccable manners and show respect for everyone.” Through project-based learning “pupils achieve remarkable standards of work and demonstrated knowledge and skills at levels beyond those expected for their age group.” “Pupils talk and discuss with a maturity and confidence that is remarkable for their years.” “Staff morale is exceptionally high. Teachers at the early stages of their career value the ‘fantastic’ professional development and opportunities to learn from each other. Those with more experience said that they have become much better teachers since joining the school.”

Life at School 21



English Language is at the heart of everything we do with students given the chance to develop their reading and writing skills every day. It's our mission to ensure every student is an avid reader, fluent writer and confident public speaker.



Oracy is the ability to communicate effectively using spoken language, and is a key pillar of our approach to pedagogy. Our students engage in high quality talk in a range of settings built into the fabric of the school day. Working with Cambridge University we have developed a groundbreaking oracy programme which is being trialed and developed across the country by our sister organization, Voice 21.



Beautiful Work.

We believe our purpose as an organisation is to create beautiful work that makes a difference to the world. Our school is a place where children craft stunning work with quality end products, for real audiences and as a result of deep teacher collaboration. In addition to teaching through discrete subject disciplines, our teachers collaborate to design and teach projects which tackle authentic issues and seek to create rich, beautiful outcomes of lasting value.



Wellbeing and growth through coaching.

Our small school and small class sizes mean that more time can be spent really understanding the needs of each child. All students join tight-knit coaching groups of 12-15 peers who support each other through their secondary school journey. Our wellbeing curriculum and use of coaching (all teachers are trained in these techniques) mean that all pupils are supported and none fall through the cracks.

Real World Learning.

We go to great lengths to connect the learning of our students to the world outside the school gates. This culminates in year 10 & 11 where our students spend an afternoon of every week at their Real World Learning placement, working in small teams to solve a challenging and authentic problem faced by their host organisation.

Integration of new technology.

Through sophisticated use of technology including 1:1 iPads, online resources, apps and blogs, students harness the creative power of technology to organise and add value to their learning experience.

What we are looking for

We have spent a lot of time thinking about the attributes that make staff successful at School 21. These four qualities sum it up as best we can.



Pioneer

We are looking for people who do not believe business as usual is good enough: people who want to develop new approaches, challenge outdated assumptions, and research new practice. We have, for example, redesigned how we do assemblies, parents' evenings, CPD, tutor time and work experience. **We are looking for new members of staff who can add fresh thinking and fresh insights.**



Multiplier

At School 21 we have a deeply held belief that our task is to grow ourselves, grow others and grow the organization. We also believe that the highest form of leadership is to build high functioning teams. So we are looking for genuine collaborators and people who have the interest and skills to grow other people as well as themselves; **people who seek to share, learn, and give to others.**



Craftsperson

School 21 is a rich environment for discussion, debate, thinking and evaluation. Staff are constantly looking to refine and reinvent their practice by thinking in-depth about how to bring innovation and add value to their teams. **Our staff support each other as critical friends and collaborate deeply in order to develop their teaching craft.**



Humanity & Integrity

School 21 is an organization that has core values at its heart. Whether a student or a member of staff, we look for people with integrity and humanity. Integrity is about being true to your word, stepping up and being accountable, taking responsibility. Humanity is about kindness to others, being supportive when colleagues need you most and going out of your way to build people up. Every meeting, for example, starts with specific recognition and kindness to others. **We look for people who bring these values to everything they do.**

Facilities and Environment



The School 21 site was completed in 2012, and represents an extensive rebuild and redesign of an existing school complex. The founders had considerable influence in the design and layout of the school, including the creation of large courtyard spaces which are used for assemblies, exhibition and break-out teaching spaces. There are also well-equipped specialist teaching facilities including four purpose built-science labs, two workshop spaces, two drama studios, several Harkness rooms, a sports hall and MUGA sports pitch.

Location

School 21 is extremely well located at just 5 minutes walk from Stratford Tube station, Stratford bus terminal, and Westfield Shopping Centre.

With well-established and reliable public transport links throughout the area, Stratford is within easy reach from a wide range of areas and heading into Central London from the school takes about 20 minutes.

Our close proximity to the Queen Elizabeth Olympic Park means there are fantastic facilities on our doorstep and a constant flow of exciting organisations and start-ups into the area.



Job Profile

Title:	Executive Assistant to the Headteacher and Special Projects
Salary:	Scale 5 to 6 - £20,700 - £24,393 pro-rated to 41 weeks (£24,135 - £28,440 FTE)
Start date:	As soon as possible
Contract:	Permanent, term-time only plus 2 weeks (41 weeks), subject to an enhanced DBS check

Job purpose:

To provide the Head Teacher with highly effective administrative and secretarial support in leading and managing the school.

School 21 is looking for an exceptional Executive Assistant to report directly to the Head Teacher providing a high standard of administrative support. As an integral part of the Administration team, you will work closely with various SLT members to ensure the efficient organisation of whole school administration.

The role will suit someone with excellent communication skills and a proven track record of providing high level Executive Assistant support. The successful candidate will be able to draw on best practice from educational and non-educational settings to ensure effective support for the Head Teacher. We are looking for someone who can bring rigour, an eye for detail and experience to our ambitious school.

School 21 is committed to new types of learning – more personal, more collaborative, more fluid. To get this right the school systems need to be delivered with faultless execution. From the different eating times, to the variety of learning spaces, to the flexible staffing models, we will be re-imaging the structures of the school. You will ensure our education model is supported by precise and robust administration.



Role & Responsibilities

Key Responsibilities	<ul style="list-style-type: none">Managing Headteacher's diary and appointments including incoming communications e.g. telephone, email, post etc.Manage any incoming correspondence referring on as appropriate; screening telephone calls, enquiries and requests, and handling them as appropriate.Supporting the Headteacher's management of administrative duties including the preparation of necessary documents and reports.Organise and file paperwork, documents and computer-based information.Receive visitors on behalf of the Headteacher.Undertake liaison between the Headteacher and school staff, parents and the local community in general.Arrange accommodation/travel for meetings, preparation and distribution of agendas and paperwork and minute taking for staff meetings, management meetings etc.Take on the role of Clerk to the Governing Body.Support the Headteacher in relation to the Performance Management and Threshold process.To provide data summaries of school performanceTo oversee the publication of the School's annual prospectus and other related marketing materials.Provide administrative support for the Senior Leadership Team as directed by the Headteacher.To conduct desk based research in relation to key priorities for the school.To liaise with and provide support to the school business manager as required.To work with the Head of Standards to oversee complaints to the school.
Core Skills	<ul style="list-style-type: none">Utter discretionVery strong people skills and communicationAttention to detailVery strong with spreadsheets and data
Person Specification	<ul style="list-style-type: none">Ability to think strategically and contribute to the School Development PlanHigh level decision making skillsAbility to formulate ideas and solutions and present them clearly to the Head Teacher and Governing Body/TrustExcellent IT Skills – in particular Word, Excel and databases.Excellent written and verbal communication skillsExcellent organisation skills and experience of using, maintaining and developing administrative systemsAbility to manage, lead, organise, deploy and motivate individuals and teams in order to manage a variety of competing priorities and deadlinesThink creatively to anticipate and solve problemsTo understand the need for confidentiality and data protectionAbility to establish effective relationships at all levels, dealing sensitively with people to minimise conflictAbility to manage and resolve conflictAbility to manage own time effectivelyAbility to enlist outside expertise and resources to enhance effectivenessUnderstanding of safeguarding

How to Apply



To apply for this role, please complete the online form for this role, which can be found in the careers area of the School 21 website.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

If you wish to have an informal discussion about this role, please email Anne Shaker at careers@school21.org.uk