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| **Assistant Head Teacher** | **Job Type** | **Permanent, Full Time** |
| Leadership Scale | Date | 19th May 2023 |
| L11-15 | Reference | 2023009 |
| **CLOSING DATE – MONDAY 29TH MAY 3PM** |  |  |

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities.

**We are looking to appoint a suitably qualified and skilled Teacher with leadership experience to join our highly committed special academy team.**

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

**Closing date: Monday 29th May 2023 3.00pm**

**Start Date: Monday 4th September 2023 (or as soon as possible thereafter)**

**Interviews: Friday 9th June 2023**

**Completed application forms to be sent to:**

**Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ**

**Or email** [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust’s application form will be accepted. **Application forms can also be found at** [www.catcoteacademy.co.uk](http://www.catcoteacademy.co.uk) **(About Us/Vacancies).**

Shortlisted candidates can contact the Academy to arrange a guided tour.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

**The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children’s and Adult’s Barred list via the Disclosure and Barring Service is required for any successful candidate.

**Job Description - Assistant Head Teacher**

Reporting to: Deputy Headteacher

Responsible for: Quality of Education – Red Pathway

Location: To be located on any Trust site according to business need

**MAIN RESPONSIBILTY**

* Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay and Conditions Document* including the conditions of employment for assistant head teachersalongside the Trust’s Pay policy
* Under the direction of the Deputy Headteacher take a major role in:

formulating the aims and objectives of the Trust and establishing the policies through which they are to be achieved

being responsible for the standards and curriculum of students within the red pathway including the monitoring of progress towards achievement

monitoring the quality and provision of teaching and learning

overseeing the welfare and wellbeing of students within their pathway

proactively managing staff and resources in an efficient and effective manner

* Carry out the professional duties of a teacher
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school
* Deputise as agreed and appropriate in the absence of the Deputy Headteacher

**DUTIES AND RESPONSIBILITIES**

**Shaping the future**

* Support the CEO, Deputy Headteacher and Trustees in providing vision, purpose and leadership
* Play a major role in the school improvement and school self-evaluation planning

process, through agreed priorities and ownership of identified areas

* Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
* Lead by example to motivate and work with others
* In partnership with the CEO and Deputy Headteacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where the views of all stakeholders are valued and taken into account

**Leading Teaching and Learning**

* Be an excellent role model, exemplifying a high standard of teaching and behaviour, promoting high expectations for all members of the Trust
* Work with the Deputy Headteacher to raise standards through staff performance management including acting as an appraiser for identified staff
* Assist and lead the development and delivery of training and support for staff in the areas of teaching and learning
* Lead the development and review of aspects of the curriculum including planning, recording, reporting, assessment for learning, and the development of a creative and appropriate curriculum for all students
* Work in conjunction with the Deputy Headteacher and ensure that the learning needs of all students are met
* Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the Trust to ensure a consistently high quality
* Ensure robust evaluation of school performance, progress data and actions to secure improvements
* Ensure, through leading by example, the active engagement of students and staff in their own learning
* Be familiar with current theory and practice relating to effective teaching and learning pedagogical approaches.
* Be familiar with current theory and practice relating to the key characteristics of students with special needs and ensure staff are well informed of these developments

# Developing self and others

* Support the development of collaborative approaches to learning within the Trust and beyond
* Support the induction of staff new to the Trust and those being trained within the school as appropriate
* Participate in the selection and appointment of teaching and support staff as appropriate
* Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including; teacher development, analysis of student groups, progress data and target setting
* Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan, and performance management, including coaching and mentoring as appropriate
* Lead the annual appraisal process for identified staff

### Strengthening community

* Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the Trust offers
* Develop and maintain contact with all specialist support services as appropriate
* Organise and conduct meetings where appropriate with parents/carers to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

**Accountability**

* Support the staff and board of trustees in fulfilling their responsibilities with regard to the Trust’s performance
* Contribute to the reporting of the school’s performance, to the Trust’s community and partners
* Promote and protect the health and safety welfare of students and staff
* Take responsibility for promoting and safeguarding the welfare of children and young people within the Trust
* To carry out your duties with full regard to the Academy’s Equality & Diversity Policy

**Other**

Undertake other reasonable duties as may be requested by the CEO and Deputy Headteacher. The duties specified above are not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

The successful applicant will be subject to relevant vetting checks including a satisfactory enhanced DBS with children and adult barred list checks before an offer of appointment is confirmed. Hartlepool Aspire Trust, Catcote Academy and Catcote Futures are committed to safeguarding and promoting the welfare of students and expect all staff and volunteers to share this commitment.

**Person specification**

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| **Criteria** | **Qualities** | **Essential** |
| **Qualifications** | * Qualified teacher status * Degree * Professional development in preparation for   a leadership role | AF,C  AF,C  AF,C |
| **Experience** | * Minimum of eight years qualified teaching experience   and a proven record of being an effective classroom practitioner   * Successful leadership and management   experience   * Leading and developing teaching   practitioners to improve their teaching and learning pedagogical approaches   * Involvement in trust/school self-evaluation   and development planning   * Line management and performance   management experience in support of quality assurance processes   * Experience of contributing to staff   development   * Proven record of successful leadership in   raising standards | AF,I,R  AF, I,R  AF,I,R,P  AF,I,R,T  AF,I,R  AF,I,R  AF,I,R |
| **Skills and knowledge** | * Data analysis skills, and the ability to use   data to set targets and identify areas for development   * Experience of managing student behavior   and welfare   * Understanding of high-quality teaching, and   the ability to model this for others and support future development across the pathway   * Effective communication and interpersonal   skills   * Ability to communicate a vision and inspire   others   * Ability to build effective working relationships | AF,I,R,T  AF,I,R  AF,I,R,P  AF,I,R, T, P  AF,I,R,P  AF,I,R |

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| **Personal qualities** | * A commitment to getting the best outcomes   for all students and promoting the ethos and values of the trust   * Ability to work under pressure and prioritise   effectively   * Motivation, and emotional resilience, to work   alongside students with special educational needs   * Suitability to work with children and   vulnerable adults - Enhanced DBS and child and adult barred list checks   * Commitment to maintaining confidentiality at   all times   * Commitment to safeguarding and equality | AF,I,R  AF,I,R  I  AF,I,R,D  AF,I,R  AF,I |

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| **Key – Stage identified** |  |
| AF | Application Form |
| C | Certificates |
| T | Task |
| P | Presentation |
| I | Interview |
| R | References |
| D | DBS disclosure |