



HEBBURN

Comprehensive School



Dear Colleague

First, can I thank you for showing interest in joining the senior leadership team of Hebburn Comprehensive School. This vacancy arises due to the current postholder retiring in the summer. The post requires someone who is child centred, innovative and shares our commitment to securing excellent outcomes for our pupils.

We are an 11-16 community comprehensive school in the borough of South Tyneside, with a pupil population of 950, which has increased rapidly over the past three years. We anticipate that our roll will increase further next year.

Our vision at Hebburn is to have a harmonious community where the emphasis for all is on learning and achievement, where pupils feel safe and happy and where a culture of success and ambition is embedded and celebrated throughout the school and wider community. We aim to raise the aspirations of all our young people, inculcating a respect for one another and for the values of learning, citizenship and tolerance. Through challenge, partnership and support, we aim to raise standards of achievement further; create a genuine sense of community spirit; and enhance all of our pupils' life chances for the future.

The school has excellent facilities and provides first-class opportunities for professional development. In 2012, we were lucky enough to be one of the last schools to go through the Building Schools for the Future (BSF) programme, providing a modern, well-equipped school where children can thrive.

Governors are looking to appoint an outstanding Assistant Head Teacher who will support the Head Teacher and build on our well-established reputation.

Before committing to completing an application, I would advise visiting the school to undertake a tour of the site and to talk with me about our vision for the future.

If appointed, you will work with a highly committed leadership team and Governing Board. Furthermore, our staff team, both teaching and support, are passionate about enhancing the life chances of our pupils.

I look forward to receiving your application.

Yours sincerely



David Thompson
Head Teacher

The successful candidate will:

- have recent and successful leadership experience in middle leadership or in a similar role in senior leadership and a proven track record of raising standards.
- have the ability to lead, motivate and inspire pupils, staff, parents and governors, in pursuit of excellence.
- be fully committed to furthering the school's vision for securing ongoing improvement.
- be fully committed to the safeguarding and well-being of children and young people.

We can offer:

- a calm and supportive school community
- a strong leadership team and a dedicated team of staff
- a committed and supportive Governing Board
- a firm commitment to your ongoing professional development.

ASSISTANT HEAD TEACHER

Role: Assistant Head Teacher

Pay Range: Leadership 11 - 15

Line Manager: Head Teacher/Deputy Head Teacher

JOB DESCRIPTION

The Assistant Head Teacher, under the direction of the Head Teacher, will take a role in:

- Assisting in formulating the strategic aims and objectives of the school.
- Establishing and writing key policies for achieving those aims and objectives.
- Monitoring progress towards the achievement of the school's aims and objectives in the SiP.
- Managing staff and resources.
- Reporting to the Governing Body, providing information on quality assurance, innovation and outcomes.

DUTIES AND RESPONSIBILITIES: LEADERSHIP

- Be an inspirational and inclusive leader who subscribes unerringly to the ethos and values of the school, in its priorities and in its inter-personal relationships.
- Hold and articulate clear values and moral purpose, with the sole focus on providing a high-quality education for all pupils.
- Support the Head Teacher in communicating a compelling vision for Hebburn Comprehensive and drive strategic leadership, empowering all pupils and staff to excel.
- Demonstrate professionalism in personal behaviours, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.

- Lead on establishing and implementing a safe, calm and well-ordered environment for all pupils and staff.
- Lead on the implementation, monitoring and evaluation of the school's key strategies and policies, as directed by the Head Teacher.
- Inspire and influence others to understand the fundamental importance of education and the impact it has on young people's lives.
- Lead by example to foster an open and transparent culture of diversity and equality.
- Uphold the highest standards of professional and personal conduct.
- Lead with integrity, compassion, creativity, resilience, and clarity, drawing on your own expertise and skills, and the strengths of those around you.
- Lead on specific whole-school strategies and policy areas, as directed by the Head Teacher.
- Demand ambitious standards from all pupils, enabling them to overcome disadvantage, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.

DUTIES AND RESPONSIBILITIES: MANAGEMENT

- Provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils and developing exemplary behaviours for learning in school and in the wider community.
- Implement systems for managing the performance of all staff, addressing any under-performance, supporting and challenging staff to improve practice.
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance
- Assist with the selection and recruitment of new teaching staff and support staff.
- Hold all staff to account for their professional conduct and practice.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.
- Implement quality assurance procedures to secure the highest standards, reporting regularly to the Head Teacher and Governing Body.
- Support the distribution of roles and responsibilities throughout the school.

SYSTEMS AND PROCESSES

- Use rigorous data analysis to inform strategic action planning that secures improved outcomes for pupils.
- Produce and continually update strategic action plans for improving pupil outcomes.
- Use external and internal research and development strategies to innovate and improve practice across the school, ensuring a research-led approach.
- Represent the school at relevant panels, working groups and meetings, as required by the Head Teacher

MODELLING BEST PRACTICE

- Demonstrate excellent performance against parts one and two of the Teachers' Standards: teaching and personal and professional conduct.

- Support the Head Teacher to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Develop and sustain an extensive knowledge and understanding of current education and school systems locally, nationally and globally.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Support the Head Teacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

SAFEGUARDING

- Provide a safe, calm and well-ordered environment for all pupils and staff.
- Keep pupils safe and support the Head Teacher and senior colleagues to implement and oversee the highest standards of child protection, prevent strategies and safeguarding throughout the school.
- Ensure the highest standards of record keeping.

ADDITIONAL INFORMATION

All staff are expected to safeguard and promote the welfare of children and young people, and to follow all safeguarding policies, including the staff code of conduct.

Please note that the above is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that an Assistant Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of outlining roles and responsibilities and may change either as your contract changes or as the organisation of the school changes. As a senior leader, roles and responsibilities will be reviewed on a regular basis to reflect the school's needs and may be amended, dependent on the needs of the school and following consultation with the postholder.

PERSON SEPCIFICATION

Selection Criteria	Essential	Desirable	Source A = Application I = Interview T = Task
Qualifications:			
Qualified teacher status	x		A
Degree level qualification, or equivalent.	x		A
Post graduate qualification		x	A
Further relevant professional/academic study and evidence of CPD and knowledge of current issues in education.	x		A, I
Experience			
Evidence of successful teaching and management of pupils at both KS3 and KS4.	x		A, I
Successful experience of working at middle leadership level in a school environment or in a similar position in senior leadership	x		A, I
A proven track record of raising standards and improving pupil outcomes.	x		A, I

Skills and knowledge – show evidence of:			
Holding and articulating clear vision, values and moral purpose, demonstrating professional personal behaviour, and positive relationships and attitudes.	x		A, I, T
Demonstrating a strategic leadership style that is characterised by integrity, creativity, resilience and clarity.	x		A, I, T
Understanding of high-quality teaching, and the ability to model this for others and support others to improve.	x		T, I
Effective communication and interpersonal skills.	x		A, I, T
Data analysis skills, and the ability to use data to set targets and identify weaknesses.	x		I, T
Ability to communicate a vision and inspire others.	x		I
Ability to build effective working relationships	x		A, I, T
Pupils and staff – show evidence of:			
Raising standards that have impacted positively on pupil attainment and progress and teaching and learning.	x		A
A clear understanding of what constitutes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.	x		A, I, T
A commitment to valuing, supporting and encouraging the professional development of all staff.	x		I

Commitment - Demonstrate a full commitment to:			
Safeguarding and Child Protection	x		A, I
The Equality Act 2010	x		A
Promoting the school's vision and ethos	x		A, I, T
High ethical standards (Nolan Principles of Leadership)	x		A, I
Collaboration	x		A, I
Relating positively to, and showing respect for, all members of the school and wider community	x		T, I
Ongoing relevant professional self-development	x		A
Personal Qualities:			
Ability to work under pressure and prioritise effectively	x		A, I
A good role model to both staff and pupils	x		I
Maintain a good sense of humour and a positive outlook whilst under pressure	x		A, I
Commitment to maintaining confidentiality at all times	x		A, I
Commitment to the principles of equality and diversity	x		A, I
Flexible approach to work	x		A, I
Circumstances			
Enhanced clearance from the Disclosure and Barring Service	x		Enhanced DBS
Two satisfactory references confirming suitability for the post. One must be from your most recent employer, preferably the Head Teacher (we may seek other references as part of our safer recruitment checks).	x		References

Hebburn Comprehensive School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.

MAKING YOUR APPLICATION

- Applicants **must** complete the standard South Tyneside Council application form, **in full**, and **must** enclose a covering letter of no more than two sides of A4, explaining how your experience and professional and personal qualities make you a suitable candidate for the post.
- Application forms can be downloaded from the school website at www.hebburn.net, from the 'Vacancies' section.
- Please ensure that you read the section on references carefully before submitting your application.
- CVs will not be accepted.
- Visits and tours of the school can be arranged with Miss Shona Richardson, from Monday 4 March 2024. Please ring 0191 483-3199 or email richardsons@hebburn.net to arrange an appointment.
- Closing date for applications is Wednesday 20 March at 12.00noon to be emailed to Miss Shona Richardson richardsons@hebburn.net
- Shortlisting will be done week commencing 25 March 2024.
- The date of interviews will be confirmed after shortlisting has taken place.

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