

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert: Assistant Headteacher(s)



Thank you for expressing an interest in the position of Assistant Headteacher. Eckington School is an 11-18 comprehensive secondary school in Derbyshire with 1283 students on roll.

This is an exciting and unique time to join Eckington School. On 1 April 2023, Eckington School is joining Chorus Academy Trust and on 17 April 2023, it is welcoming a new Headteacher. If successfully appointed, you will be joining a newly formed Senior Leadership Team determined to make rapid school improvements to ensure all of Eckington's students receive the very best education that enables them to maximise their full potential both academically and holistically.

For September 2023, Eckington School requires three outstanding and dedicated Assistant Headteachers.

Assistant Headteacher (3 posts)
Salary L12 – L16 (£58,105 - £64,225)
Full Time - Permanent
To start September 2023

About this vacancy

Chorus Education Trust is seeking three Assistant Headteachers to join the Senior Leadership Team at Eckington School. These roles would suit experienced Assistant Headteachers seeking a new challenge, or middle leaders who are ambitious for the next stage in their career.

We are excited to be able to recruit three Assistant Headteachers to three equally important areas of whole-school responsibility:

- Assistant Headteacher: **Intervention and Extra Curriculum**
- Assistant Headteacher: **Safeguarding and Personal Development**
- Assistant Headteacher: **Inclusion**

You will also be joining a Trust that is committed to providing the very best opportunities for both staff and students. Chorus Education Trust is at an exciting time of growth and seeks to work in partnership with both primary and secondary schools across South Yorkshire and Derbyshire. Members of our schools' Senior Leadership Teams will have the opportunity to work with their equivalent colleagues on developing cross-Trust strategies. Eckington School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to: Jill Rishworth (Trust HR Officer) at recruitment@chorustrust.org. Candidates should indicate which role(s) they would like to apply for within their application.

Deadline for applications: **11.59pm on Sunday 23 April 2023.**

Interviews to be held: **Thursday 11 and Friday 12 May 2023.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

Applicants may visit the school in advance of application. This can be arranged by contacting Davina Middleton or Sharon Foster, PAs to the Head of School on 01246 432849 or email:

Davina.Middleton@eck.leap-mat.org.uk

Sharon.Foster@eck.leap-mat.org.uk

Post title:	Assistant Headteacher
Group:	Leadership
Salary point range:	Leadership Scale 12-16
Reporting to:	Headteacher
Line Manager of post holder (if different):	
Post holder will work with:	Senior Leadership Team, Subject teams and colleagues across the school
Holiday and sickness relief:	By and for other members of SLT
Purpose of job:	<ul style="list-style-type: none"> To strategically lead Intervention and Extra Curriculum <p style="text-align: center;"><i>Or</i></p> <ul style="list-style-type: none"> To strategically lead Safeguarding, Attendance and Personal Development <p style="text-align: center;"><i>Or</i></p> <ul style="list-style-type: none"> To strategically lead Inclusion
Version revised:	March 2023

Job Description

The post holder must at all times carry out their responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

This job description covers core elements of the post. Specific responsibilities, in addition to those outlined below, will be decided on based on the strengths and experiences of the successful candidate and the requirements of the school. The specific duties and responsibilities include but are not limited to:

Role as an Assistant Headteacher at Eckington School

- To assist the Headteacher and Deputy Headteachers in the day to day running of the school including taking assemblies, leading a duty team, assisting in organising parents' evenings, promoting health and safety, and by attendance at extra-curricular and evening events.
- To work with the CEO, Head of School, Governors and Trustees in developing the vision and strategic direction of Chorus Education Trust, Eckington School and the South Yorkshire Teaching School Hub.
- Ensure a school-wide focus on achievement and standards.
- To work with Chorus Trust Board and Eckington Local Governing Body as a member of the sub-committees and through joint working.
- To promote the aims and values of the Trust and school, be a positive role model within the school, with parents and the wider community.
- To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- To be involved in appraisal (performance management), school self-evaluation, including termly self-review.
- To contribute to and lead aspects of the school quality assurance cycle, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Headteacher and the Senior Leadership Team on the recruitment, selection and appointment of staff across the Trust.
- To participate in and lead aspects of SLT meetings, middle leader meeting and other strategic meetings as necessary.
- To help develop an ethos of high expectations for staff and students.
- To ensure a realistic consistent and continuous school-wide focus on student achievement, especially underachieving cohorts.
- To work positively and proactively with a wide range of stakeholders in and out of school, for example our SENCO, middle leaders, colleagues in other Trust schools, external agencies, the Local Authority.
- Help develop and maintain an ethos which promotes outstanding teaching, effective learning, and high standards of achievement throughout the school.

Core purpose

Assistant Headteacher - Intervention and the Extra curriculum:	Assistant Headteacher - Safeguarding & Personal Development	Assistant Headteacher – Inclusion
<ul style="list-style-type: none"> • To lead the development and implementation of intervention strategies to ensure all students make outstanding progress • To create a culture where all leaders, including middle leaders take a collective responsibility for student progress • To identify and reduce any barriers to learning • To be the strategic lead for the pupil premium strategy • To promote a culture where data is used to inform and improve learning and teaching • To promote the importance of Eckington's wider curriculum, ensuring all students have access to a broad range of extracurricular opportunities, including residential trips • To strategically promote, track and monitor extracurricular activities • To plan cultural capital opportunities 	<ul style="list-style-type: none"> • To be the school's designated safeguarding lead (DSL) • To develop an outstanding safeguarding culture throughout the school community • To strategically oversee the school's early help provision • To oversee and support the school's LAC • To be the school's senior mental health lead • To be the strategic lead for personal development • To research and embed strong relationships with external agencies to assist with the delivery of personal development • To be the strategic lead for RSE and PSHE • To be the strategic lead for SMSC, CEIAG and British Values • To develop cross-curricula personal development links by working with all heads of subject • To be responsible for EVOLVE (completing all required risk assessments and checks for trips and visits) 	<ul style="list-style-type: none"> • To lead the development and implementation of an outstanding inclusion strategy • Ensure excellent support for the most vulnerable learners to help maximise their potential. • To strategically lead the Y6 to Y7 transition • To lead student voice • To work closely the students and families who are: a) at risk of repeated suspensions or permanent exclusion; b) those at risk of non-attendance or c) those at risk of significant under-achievement • To act a deputy designated safeguarding lead (DDSL) as part of the wider safeguarding team • To line manage the school's SENCO and ensure all statutory requirements are met • To ensure the school's inclusion strategies are effective • To strategically lead alternative provision and line manage colleagues delivering aspects of alternative provision

Class Teacher Responsibilities

- To carry out duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across all key stages.
- To deliver high quality lessons demonstrating outstanding practice and outcomes.
- To maintain positive working relationships with students and staff.

General duties and responsibilities

- To carry out the duties of an Assistant Headteacher as set out in the School Teachers' Pay and Conditions Document.
- To continue to meet the required standards for Qualified Teachers' status.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher of School.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Assistant Headteacher

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
Strong degree and QTS. Continuing professional development INSET specific to school leadership & management.	✓		A
Further educational study or action research.		✓	A
Teaching and Learning			
An outstanding classroom practitioner. A successful record of value-added results. Extensive use of student performance data to inform classroom teaching. An understanding of how children learn, of teaching strategies and of the impact they have on children's learning. Clear set of values and knowledge of teaching and learning issues.	✓		A / I / R
Leading role in a recent whole school initiative.		✓	A / I / R
Experience			
Middle or senior leadership team experience with a track record of systematic improvement beyond your own classroom. A record of success in effective and efficient team management. Use of ICT as an effective management and teaching tool. Collaborative working. Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.		✓	A / I / R

<p>Experience in more than one teaching establishment.</p> <p>Two or more positions of responsibility in a secondary setting.</p> <p>Leadership of a whole school initiative that has raised student attainment levels.</p> <p>Previous Leadership Team experience.</p> <p>Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning (ITT/NQT/subject teams etc.).</p> <p>Study support strategies.</p> <p>Multi agency working.</p>		✓	A / I / R
Skills, knowledge, abilities			
<p>An understanding of current educational issues for secondary schools.</p> <p>A full understanding of 11-16 curriculum issues and the lifelong learning agenda</p> <p>An understanding of the process of establishing school improvement priorities and of the role of leaders and managers in monitoring and evaluating a school's effectiveness.</p> <p>Excellent inter-personal, organisational and communication (both oral and written) skills.</p> <p>Skills in planning and managing systems.</p> <p>The ability to analyse, interpret and intervene making best use of performance data.</p> <p>The ability to work closely with staff in pursuit of their professional development.</p> <p>The ability to work as a member of a team.</p> <p>The ability to motivate students and staff.</p> <p>An understanding of the inclusion agenda.</p> <p>A clear image of what makes good and outstanding teaching.</p> <p>Experience of driving school improvement through management link meetings.</p> <p>An understanding of how to ensure students of all abilities achieve.</p>		✓	A / I / R

<p>Knowledge of schools of the future.</p> <p>An understanding of Academy status.</p> <p>A knowledge of the new Ofsted framework.</p> <p>An understanding of inclusion and its role in secondary schools.</p> <p>Developing the most able.</p> <p>Working with teaching schools.</p>		✓	A / I / R
Personal skills			
<p>Positive & caring approach towards students.</p> <p>Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively.</p> <p>Develop and sustain appropriate relationships, motivating and inspiring others.</p> <p>Sets personal high standards and helps others to do the same.</p> <p>Ability to maintain positive morale under pressure.</p>	✓		A / I / R
Child protection			
<p>A commitment to the responsibility of safeguarding and promoting the welfare of young people.</p>	✓		A / I