

Applicant Pack

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



Outstanding Achievement for All

Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield

Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.silverdale-chorustrust.org

Assistant Headteacher

Salary: L12 to L16

Permanent

To start: September 2023

About this vacancy

Chorus Education Trust in Sheffield is seeking an Assistant Headteacher to join the Senior Leadership Team at Silverdale School. This role would suit experienced Assistant Heads seeking a new challenge, or middle leaders ambitious for the next stage in their career.

You will be responsible for the leadership of all aspects of our students' personal development. Candidates should have a strong record of middle leadership, working proactively and constructively with students, colleagues and parents. It is essential that you can inspire and lead staff, and be a team player, supporting and coaching middle leaders and working in partnership with SLT colleagues. Ideally, we are looking for people who are ambitious for our students and for themselves, aiming to become a Deputy Headteacher, and eventually a Headteacher in the future.

This is an exciting opportunity to join, not just a high performing school that has an excellent reputation, but also a Trust that is committed to providing the very best opportunities for both staff and students. Chorus Education Trust is built upon the outstanding practice of Silverdale, its founding school, 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.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to India Cottiss (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Sarah Sims, Head of School.

Deadline for applications: **11.59pm on 19th February 2023.**

Interviews to be held: **week beginning 27th February 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>

Job Description: summary

Post title:	Assistant Headteacher
Group:	Leadership
Salary point range:	L12 to L16
Reporting to:	Head of School
Line Manager of post holder (if different):	Head of School
Post holder will work with:	Senior Leadership team, Subject team and colleagues across the school
Holiday and sickness relief:	By and for other members of SLT
Purpose of job:	To lead personal development and contribute to the wider leadership of the school.
	This post may work across the Trust schools.
Version revised:	March 2021

Job Description: duties

The post holder must at all times carry out his/her 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.

The specific duties and responsibilities include but are not limited to:

Role as a member of the SLT at Silverdale School

- To assist the Head of School 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, Silverdale School and the South Yorkshire Teaching School Hub.
- Ensure a school-wide focus on achievement and standards.
- To work with Chorus Trust Board and Silverdale 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 the school quality assurance cycle, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Head of School and the Senior Leadership Team on the recruitment, selection and appointment of staff across the Trust.
- To participate in SLT meetings including early morning briefings, weekly meetings.
- To help develop an ethos of high expectations for staff and students, lead on Curriculum and Self Evaluation.
- Contribute to a climate of personalisation in Teaching and Learning across the school to maximise achievement of underachieving cohorts.
- To ensure a realistic consistent and continuous school-wide focus on student achievement, especially underachieving cohorts.

- Help develop and maintain an ethos which promotes outstanding teaching, effective learning, and high standards of achievement throughout the school.

Core purpose

- To lead on developing students and monitoring students' Attitudes to Learning.
- To lead on a the whole-school personal development strategy for students in Y7-Y13. Areas of responsibility will include:
 - Careers strategy
 - PSHE
 - Form time and assemblies
 - Extra-curricular strategy and enrichment
 - Educational trips and visits
 - Y9 Options
- To lead on the whole school Equality, Diversity and Inclusion strategy.

Class Teacher Responsibilities

- To carry out duties of a school teacher 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 Head 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			
Qualified Teacher status First 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 teaching and learning or personal development initiative. Current/recent experience of teaching post-16 and/or specialist SEND teaching.		✓	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.		✓	A / I / R

Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.			
<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 11-19 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>A knowledge of the new Ofsted framework.</p> <p>An understanding of inclusion and its role in secondary 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