



**THOMAS ALLEYNE'S
HIGH SCHOOL**



"Progress Opportunity Individuality"

**Assistant Headteacher
Application Pack**



**UTTOXETER
LEARNING TRUST**
INSPIRED TEACHING
INSPIRING CHILDREN

"Inspiring Teachers, Inspired Children and Young People"

Contents:

- Introduction
- Advert
- Mission, Vision, Values and Strategy
- Job Description
- Person Specification
- How to Apply

Introduction

An opportunity has arisen for an enthusiastic, outstanding teacher and leader to join our senior team. The successful candidate will have a firm commitment to raising whole-school achievement; have a professional approach to staff development; high expectations; and a determination to succeed. The post is offered on Senior Leadership (L10 – L14).

Thomas Alleyne's High School is a 13 – 18 school at the heart of its community, committed to excellence and to providing a broad and balanced curriculum for students.

We are committed to ensuring that every child has access to an outstanding education. Our successful track record of ensuring students make excellent progress has ensured improved outcomes for young people.

We are passionate about staff development and are looking to develop future leaders, and have a proven track record of appointments to leadership positions. We offer a comprehensive CPD programme to develop teaching practice as well as supporting emerging leaders, both through internal development and the NPQ programmes.

For an informal, confidential discussion regarding any queries, please contact: Julie Rudge Headteacher on 01889 561820. Site visits can be arranged .

"Inspiring Teachers,
Inspired Children and Young
People"



Advert

About the role:

Assistant Headteacher

Permanent, Full-time

The post is offered on Senior Leadership (L10 – L14) to be negotiated depending upon experience.

On appointment the job description and tasks will be reviewed to reflect the successful candidate's strengths, and school priorities as defined in the School Improvement Plan.

About the role

The Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all pupils through careful monitoring and holding staff to account for the progress their pupils make.

Main duties

- Be a member of the senior leadership team and contribute to the school development plan with specific responsibility for the quality of education and continued development of the curriculum offer.
- Maintaining an overview of recent changes and developments for curriculum content and lead on the implementation of this.
- Lead and manage operational aspects of the school particularly pertaining to the timetable and reporting, including managing cover and resources required for the curriculum to be delivered effectively, including ICT and allocation of rooms.
- Undertake any such duties as are delegated by the Headteacher.
- Play a strategic role under the overall direction of the Headteacher in formulating and reviewing the school development plan and the aims and objectives of the school by: -
- Establishing the policies through which they shall be achieved.
- Seeking and developing appropriate CPD opportunities for teaching staff.
- Leading, managing and developing staff including quality assuring their performance.

Monitoring the effectiveness of the curriculum by regularly assessing schemes of work, unit planners, progression across key stages and reviewing the adaptation of the curriculum offer to respond to the pupil's additional needs within the EHCP's.

If you would like to discuss the role or for more information and an application pack:

Visit our website: <http://www.thomasalloyes.uk/page/?title=Vacancies&pid=134>

e-mail: personnel@tahs.org.uk

Telephone: 01889 561820

Closing Date: Monday 19th February 2024 at 2.00pm

Interviews will be held: Monday 26th February 2024

Please email applications to: personnel@tahs.org.uk

Uttoxeter Learning Trust is committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service (DBS, formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. All staff are also required to complete safeguarding training.

Thomas Alleyne's High School – Mission, Vision and Values – September 2024

'Progress Opportunity Individuality'

Our Mission

. “All students experience excellence in every aspect of their development”

Our Vision

We are committed to serving our community. Making a difference by embracing excellence and transforming lives.

This responsibility lies at the heart of our school vision which is captured in the words, 'Opportunity, Progress, and Individuality.' It is our mission that every child will have a wide range of opportunities at Thomas Alleyne's which will enable them to progress to achieve their goals; fulfilling their potential in education, life and employment.

The focus for students and staff is one of

- Making Progress
- Developing Opportunity
- Creating Individuality.

We will achieve this by:

Challenging, supporting and guiding students of all abilities to achieve their full potential.

Maintaining a disciplined and caring school to ensure our students are safe, happy and enthused about their learning.

Delivering excellent results across a broad, innovative and exciting curriculum of academic, vocational, cultural and sporting activities to equip students for the demands and opportunities of the 21st century.

Creating leaders who are socially and environmentally responsible who will lead the way to create a better society for all with respect and tolerance for all at the heart of their education in the local area and the wider world.

Providing strong leadership and highly motivated, professional staff to meet the academic and pastoral needs of every student.

Ensuring mutual respect and partnership between students, staff, parents, the school and the wider Community - making them proud to be associated with Thomas Alleyne's .

Thomas Alleyne's High School

'Progress Opportunity Individuality'

Thomas Alleyne's High School is a successful and popular 13 – 18 school serving children from a broad geographical area. Our school is genuinely comprehensive in its social academic mix and has an established reputation for the quality of teaching and learning it provides and the strong pastoral system that supports students during their academic journey.

In 2019, Thomas Alleyne's High School's commitment to excellence, and track record of strong academic progress, led to us being selected to become a national teaching school, taking a leading role in recruiting and training new entrants to the profession and in training experienced teachers. Whilst the teaching school model changed in 2021, we continue to be committed to ensuring effective professional development for all our staff.

We are also a member of Uttoxeter Learning Trust working with Oldfields Hall Middle School, Ryecroft Middle School, Windsor Park Middle School, Picknall First School, Hutchinson Memorial First School, Richard Clarke First School, All Saints Church Leigh and Bramshall Meadows First School. The aim of our multi-academy trust is to provide the most effective quality of education and transition for students from the age of 3 to 18.

A school at the Heart of its community

Thomas Alleyne's High School is a successful and popular 13-18 school serving the local community. This school is genuinely comprehensive in its social academic mix and has an established reputation for allowing individual talent to flourish and for ensuring the highest pastoral care for students.

A unique feature of our school is our House system which underpins our strong academic performance and enables all students to feel part of a thriving, busy community from their first day.

We pride ourselves in offering a broad curriculum which meets the needs of all our learners and ensures students have the qualifications and skills for the next stage of their lives - whether it is post -16 study in 6th form, college or an apprenticeship.

A hallmark of Thomas Alleyne's High School is the quality and dedication of the whole school staff. Both are important in ensuring the high standard of service we offer and we are proud of the strong reputation that we have within the local community. The school occupies a site between the centre of the market town of Uttoxeter and the open fields of the Dove Valley. The school buildings are in a rich variety of styles and periods and include two Georgian listed buildings, grassy areas and courtyards. They provide excellent facilities for our young people.



Aims and Objectives of our Trust

Our aim is for our schools, to share good practice, meeting the needs of our young people, our communities and our global society.

Our objectives are to:

- Cultivate and value the achievements and positive attitudes of our young people whilst keeping them safe and well, ensuring equality and celebrating diversity.
- Use expertise across the School to innovate teaching and learning to be at the forefront of educational practice and a self-improving organisation, preparing pupils for the changing world of work.
- To continue to develop our school community through dissemination of good practice and interdependence.
- Develop a central team that offers expertise in many areas, supporting schools to build on their performance and ensure accountability and value for money.
- Strengthen partnerships with external agencies, charities, local communities, and business to ensure that the education within the School is supported by a broad curriculum offer which promotes STEM as well as creativity, languages and humanities, and narrows the performance gap between groups of students.
- Develop and retain strong leadership through on-going professional development, succession planning and addressing workload and the well-being of our workforce.



Assistant Headteacher: Job Description

Grade:	Leadership Scale: 10—14
Salary:	To be confirmed on successful appointment to the post
Accountable to:	The Head teacher

Primary Purpose of the role

Main duties

- Be a member of the senior leadership team and contribute to the school development plan with specific responsibility for the quality of education and continued development of the curriculum offer.
- Maintaining an overview of recent changes and developments for curriculum content and lead on the implementation of this.
- Lead and manage operational aspects of the school particularly pertaining to the timetable and reporting, including managing cover and resources required for the curriculum to be delivered effectively, including ICT and allocation of rooms.
- Undertake any such duties as are delegated by the Headteacher
- Play a strategic role under the overall direction of the Headteacher in formulating and reviewing the school development plan and the aims and objectives of the school by: -
- Establishing the policies through which they shall be achieved.
- Seeking and developing appropriate CPD opportunities for teaching staff.
- Leading, managing and developing staff including quality assuring their performance.
- Monitoring the effectiveness of the curriculum by regularly assessing schemes of work, unit planners, progression across key stages and reviewing the adaptation of the curriculum offer to respond to the pupil's additional needs within the EHCP's.

Assistant Headteacher: Job Description

Shaping the Future

- Working with the Governors, Headteacher, Deputy Headteacher and Assistant Headteacher to create the strategic vision for the science department and leadership of timetable
- Ensure that the School vision is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school communities to translate the visions into agreed objectives and operational plans which will promote and sustain school improvement and team ownership
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, equality, values and experience of the community
- Determine and implement, clear evidence-based improvement plans and policies for the Science department
- Determine and implement the curriculum to reflect diversity and opportunities for pupils, including those pupils with special educational needs, to be excited by learning
- Ensure that key policies, procedures and practices supporting Thomas Alleyne's High School school improvement are developed and implemented to secure positive impact

Leading Teaching, Learning and Managing the Organisation with continual Monitoring and Evaluation

- Lead by example, providing inspiration and motivation
- Demonstrate and articulate high expectations and set stretching targets for the whole community so that the department and departments line managed are performing in the top 20% of schools nationally
- Ensure compliance regarding health and safety requirements
- Determine, organise and implement a diverse, flexible curriculum that reflects the distinctive character the school, and implement an effective assessment framework
- Together with the Deputy Headteacher ensure at Thomas Alleyne's High School that there is a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress of all students
- Challenge under-performance at all levels and ensure effective corrective action and follow-up
- Maintain and promote high standards of behaviour, discipline and attendance
- Manage financial and human resources effectively and efficiently to achieve educational goals and priorities and to compare favorably with national benchmarks
- Ensure that the management systems work effectively in line with legal requirements
- Manage and organise the school environment efficiently and effectively.

Assistant Headteacher: Job Description

Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive Schooling culture
- Build a collaborative learning culture and communications strategy between the schools and actively engage with other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff recruitment, induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and others and taking appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for the appraisal of Assistant Headteacher performance
- Manage own workload and that of others to allow an appropriate work/life balance

Security Accountability

- Promote the School ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation, in keeping with performance management and appraisal procedures
- Work with the Governing Body, providing information, objective advice and support, to enable them to meet their statutory responsibilities
- Develop suitable quality assurance systems, including internal reviews, self- evaluation and performance management
- Present a coherent, understandable and accurate account of the department's performance to a range of audiences including the governors, staff, parents and carers
- Ensure every individual child has access to high quality teaching and learning

Strengthening Community

- Collaborate with other schools in order to share expertise and bring positive benefits
- Collaborate at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all children

The Assistant Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Head of School.

This job description will be reviewed annually to reflect the plans, growth and development of the School



Person Specification

Key Criteria	Essential
Professional Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status recognised by the Department of Education • A relevant graduate qualification to degree level or equivalent • Evidence of recent relevant Continuing Professional Development (CPD)
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Successful recent strategic leadership experience • Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and implementing and managing change • Building strong working relationships internally and externally • Proven track record of consistently raising attainment having the ability to plan strategically with the expertise to deliver and to communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel • Leading successful school improvement work recognising successful and innovative curriculum development • In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a school • New technologies for teaching, learning and management. Knowledge of the potential of ICT to enhance learning, interpret and analyse data and understand school information systems • Understanding of the current Ofsted framework and requirements • Strategic Planning, including experience of involvement in school improvement planning, implementation, monitoring and self-evaluation • Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing with a wide range of audiences including students, staff, parent/carers, governors, the local authority and the community

Person Specification Continued

Key Criteria:	Essential
Professional and People Management Skills	<ul style="list-style-type: none"> • Ability to establish, develop and promote an outward-facing department which works with other schools and organisations in a climate of mutual challenge – to champion best practice and secure excellent accountability • Demand ambitious standards for all students, overcoming disadvantage and advancing equality. Instil a strong sense of accountability in staff for the impact of their work on students' outcomes • Ability to lead effective teams and develop team approaches • Experience of successfully organising, managing and motivating staff • Ability to be pro-active and positive about challenge and change • Commitment to own personal and professional development and that of all staff • Commitment to a distributed management style • Be a visible high profile role model with a professional approach that commands excellence, confidence, School and respect of the school and wider community
Personal Qualities	<ul style="list-style-type: none"> • Ability to articulate vision to a variety of audiences • Advocacy, facilitation and negotiation skills • Intellectually versatile and innovative • Emotionally intelligent and perceptive • Reliable and Schoolworthy • Demonstrates energy, dynamism and resilience • Proactive and positive approach to problem solving • Ability to develop a high profile and be strong visible presence for the School • Calm under pressure and self-motivated • Excellent time management skills • Ability to influence and pursue challenging and rigorous questions • Excellent interpersonal, skills with the sensitivity to work well in a range of situations <p>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitudes to use of authority and maintaining discipline

How to apply

Salary package - Leadership Scale 10 –14

Contract type - Permanent Full Time

Closing date - Monday 19th February 2024 at 2.00pm

Shortlisted candidates will be advised by 22nd February 2024 if they are selected for interview.

Our ambition is to appoint a candidate starting the summer term or as soon as practicable.

How to apply

Please register your interest in applying for the post no later than 2.00pm on 19th February 2024. Your registered interest should be accompanied by the completion of an application form. Your application form should be supported by a separate personal statement saying in no more than two sides of A4 why you think you are the person we need to ensure that all pupils at Thomas Alleyne's High excel, relating this to your current experience, skills, and knowledge. Your registered interest and accompanying application form and statement should be e-mailed to Julie Titterton at personnel@tahs.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



Registered address:

Thomas Alleyne's High School

Dove Bank

Uttoxeter

Staffordshire

ST14 8DU

Company number: 10547353