

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Assistant Headteacher** at Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.

Salary: L11 – L16 (£54,091 - £61,166) per annum. **Actual salary to be confirmed on appointment.**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit: https://www.thedeantrust.co.uk

**Method of Application**

To apply please click on the **'Apply Now'** link on this page or for further information please contact Gill Laws - HR Lead: DTARecruitment@deantrustardwick.co.uk

**Closing Date**

**Applications** received after the closing time of 10am on Thursday 27th January will not be considered.

**Interviews** will be held on the 7th & 8th February 2022.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 972 2988 or email DTARecruitment@deantrustardwick.co.uk Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**



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| Cecil Avenue, Sale, Cheshire, M33 5BPt: 0161 973 1179e: office@thedeantrust.co.uk w: www.thedeantrust.co.ukRegistered in England 8027943 VAT Registration 195 3889 46The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Assistant Headteacher – with specific strategic responsibility for Inclusion** |
| **Reporting to** | **Deputy Headteacher**  |
| **Main purpose of job** | The postholder will be part of the Senior Leadership Team and lead the development of whole school policy and practice in order to advance the school’s core purpose. The postholder will be responsible for the development of true inclusion across the school, so the needs of all pupils are considered from the outset, rather than as a bolt-on.The postholder will work directly with the SENCo and the inclusion team to ensure that: pupils’ needs are identified in a timely manner and accurately assessed; pupils’ needs are met through effective universal, targeted and specialised provision; outcomes for pupils with SEND provide highly effective preparation for adulthood. The postholder will ensure that the school’s work embraces the spirit of the SEND code of practice.The postholder will also work directly with the EAL Team to ensure that pupils who speak English as an additional language receive the support that they need to flourish. The postholder will therefore be responsible for ensuring that our aspiration for pupils to thrive as citizens of the world applies to all pupils, without exception. |
| **Key responsibilities:** |
| **Core Purpose*** To demand ambitious standards, expectations and aspirations for all pupils, particularly those with SEND and those who speak English as an additional language.
* To play a major role, under the direction of the Deputy Headteacher, for setting the key improvement priorities needed to develop and maintain a model of true inclusion; establishing and embedding policies, systems and practice to address key priorities on the journey towards full inclusivity.
* Contribute to achieving the school’s vision by providing effective strategic and operational leadership.
* Adopt an evidence-informed approach to lead colleagues to continually improve the school’s ability to identify, assess and support those pupils requiring additional help and guidance.
* To undertake the professional duties of an Assistant Headteacher as reasonably delegated by the Headteacher.

**School Culture*** To articulate the school’s core purpose, vision and values and ensure that they are understood, shared and acted upon by all.
* Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
* Establish and maintain a safe and calm environment by sustaining high expectations and standards of behaviour for all pupils.
* Ensure that the school’s routines and rules are clearly understood and followed by all staff and pupils.
* To build, develop and maintain effective relationships with parents, carers and members of the wider community to enhance the educational experience and outcomes of all pupils.
* Provide staff with high quality professional learning opportunities that enable them to thrive in their roles, develop professionally and effectively contribute to the school’s core purpose.

**Curriculum and Teaching** * Ensure pupils requiring additional support are provided with a broad, ambitious and coherent curriculum.
* Establish a culture and develop practices that enable all pupils to access the curriculum and learn effectively.
* Contribute to developing high-quality inclusive teaching across all subjects, built on an evidence-informed understanding of how pupils learn.
* Ensure staff receive up-to-date and high-quality information about pupils’ needs so staff are able to provide the personalised support necessary for all pupils to thrive.
* Contribute to developing staff expertise so teachers are able to modify the curriculum, where necessary, without lowering expectations.
* Ensure a rigorous and research-informed approach to intervention.
* Ensure support staff are deployed effectively so they can make a significant contribution towards the fulfilment of the school’s core purpose.

**Organisational Effectiveness*** To establish and oversee systems, processes and policies for inclusivity that enables the school to operate effectively.
* To lead on aspects of school self-evaluation; evaluating how effectively the school delivers on its core purpose, adopts truly inclusive practices and makes a distinct impact.
* To use intelligent quality assurance to gain and share a granular understanding of where the school is on its journey towards true inclusion.
* To contribute to the creation and implementation of the School Improvement Plan and take responsibility for leading key aspects of it, particularly regarding inclusion.
* To support colleagues through effective direction, mentoring and coaching, so that they can be more effective in how they lead and manage pupils and staff.
* Ensure that the Headteacher and Governors are informed and advised about educational plans, policies and priorities and their impact.
* To promote collaboration within the Trust and across other external organisations in order to share expertise and secure benefits for the staff and pupils of the school.
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Promote the area of responsibility within the school/academy and beyond
* Represent the school/academy at events as appropriate
* Support and promote the school/academy ethos
* Undertake any other duties and responsibilities as required that are covered by the general scope of the post
* Undertake any other reasonable duties at the request of the Headteacher and Executive Team.
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All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

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| **Qualifications and training** | **Essential*** Degree in teaching qualification
* Qualified teacher status
* Evidence of recent and relevant professional development

**Desirable*** Good honours degree (1st Class or 2:1)
* Additional degree or management qualification
* NPQSL
* Track record as a successful SENCo
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| **Experience** | **Essential*** Significant leadership experience as a middle leader.
* Evidence of demonstrable impact as a leader.

**Desirable*** Evidence of impact in relation to inclusivity.
* Evidence of involvement and impact at a whole school level.
* Leading professional development that positively impacted on staff and the school.
* Leadership in more than one area of a school’s work.
* Leadership experience in more than one school.
* Evidence of significant work with external agencies.
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| **Knowledge, skills and abilities** | **Essential*** Successful classroom practitioner with a record of excellent examination results.
* Ability to establish positive and enriching relationships with colleagues, pupils and parents/carers.
* Understanding of the principles of effective leadership and management and the ability to apply them.
* Knowledge and understanding of current educational issues, particularly in relation to inclusion, and the ability to respond to them strategically.
* Ability to provide open and honest feedback to bring about improvements.
* An effective communicator both verbal and written.

**Desirable*** Understanding of latest research and publications informing educational practice.
* Effective mentor and coach.
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| **Qualities** | **Essential*** Unwavering commitment to improving the life-chances of young people.
* Has a strong and influential presence around school, being an excellent role model for staff and pupils.
* Has high expectations and aspirations for all staff and pupils.
* Models and upholds the highest standards of professional conduct
* Self-aware and committed to personal and professional development.
* Is loyal, reliable, committed and has high levels of integrity.
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