

**Application Pack and Job Description**

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**Teignmouth Community School, Exeter Road**

**Assistant Headteacher**

**English Faculty Lead**

Ivy Education Trust is seeking to appoint an Assistant Headteacher who will have responsibility for the English faculty. Now is a really exciting time to join the leadership team at Teignmouth Community School, Exeter Road. We are a dynamic and progressive team, led by a newly appointed Headteacher with a proven track record of school improvement. As a team, we are determined to ensure that every student in our care has every opportunity to become the best version of themselves. In the pursuit of this we work hard but we laugh harder. If you are passionate about education, have a strong moral purpose and would like to join our team, we would love to hear from you.

The post holder will be responsible for effectively leading a knowledgeable and skilled team in order to raise student achievement and help foster a love of literature, language and communication skills for our pupils. Being a part of the Senior Leadership Team, the post holder will contribute towards the school improvement.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The name of our Trust is inspired by the story of Dr Ivy Williams. Born in Teignbridge (Newton Abbot), in 1877, she managed what we would wish for all the children and young people of Teignbridge and surrounding area that we serve in our schools by fulfilling her childhood dreams and ambitions.

On 10 May 1922 Dr Ivy Williams became the first woman to be called to the Bar (formally recognised as a qualified Barrister of Law) of England and Wales.

The story of Dr Ivy Williams reminds us of the famous quote from Michelangelo:

*“The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low, and achieving our mark.”*

The Ivy Education Trust supports and challenges all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you share these visions and aspirations, then we very much welcome your application for this post.

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk).

**Completed application forms should be sent to** [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk) **before the closing date stated below.**

**Closing date for applications is Monday 28th November at 09:00. Interviews will take place once applications have been shortlisted.**

**Job Description**

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| Job Title: | Assistant Headteacher – English Department Lead |
| Location: | Teignmouth Community School, Exeter Road |
| Responsible to: | Deputy Headteacher |
| Salary: | Leadership L7-L11 |
| Contract:  Start Date: | Permanent  Immediate Start |
| Job Reference Number: | IET\_AHEDL |
|  | |
| **Key Purpose of Job:**   * To secure and account for effective learning, appropriate achievement and the educational social and personal progress of all students in the assigned areas of responsibility, consistent with the aims and ethos of TCS and the unique needs of each individual learner. | |
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| **Main Duties:**  The Assistant Headteacher will:   * Establish and lead the strategic development of the team, consistent with the priorities of our school and needs of our students. * Support the English team to deliver high quality, engaging and purposeful learning. * Lead by example through their own high quality delivery of teaching, learning and assessment (TLA). * Plan and coordinate the curriculum with a clear vision and detailed long and medium-term planning to enable all English teachers to teach effective, well-sequenced curricula. * Track and account for students’ outcomes and progress across all year groups in English and working closely with the Head of Maths as well as other middle leaders. * Oversee and coordinate intervention and enrichment activities across English language and literature, fostering the strong reading culture and promoting literacy across the curriculum in all its forms: reading, writing and oracy. * Support and hold colleagues to account, as required, to enable and ensure the high quality of TLA across the school. * Line manage, coach and support the English team and other colleagues to develop them professionally. * Be reflective and committed to continuing to develop teaching practice through our TLA programme. * Contribute to the wider school middle leadership team and whole school development. * Communicate with parents and all stakeholders to represent and champion the importance of English, reading and academic success across the curriculum. * Work with colleagues to support all students and staff across the school, valuing safety, well- being and learning across the school.   **Other Duties**   * To follow the Trust ICT policy for safe use of ICT * To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college’s safeguarding policies * To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person * To work in compliance with the Codes of Conduct, Regulations and policies of the Trust and its commitment to equal opportunities * To comply with the Trust’s Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual * To undertake training and personal development as and when identified * To undertake any other duties as deemed appropriate * To be an integral part of the Trust and its school’s communities * Actively promote school and Trust policies and procedures   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 Chief Executive Officer or Trust board. | |

**Person Specification**

| **Criteria** |  | Essential | Desirable |
| --- | --- | --- | --- |
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| **Qualifications** |  |  |  |
| Qualified Teacher Status |  | **✓** |  |
| Secondary PGCE or Qualification for the secondary phase |  | **✓** |  |
| Degree Level Qualification |  | **✓** |  |
| Professional Experience and Knowledge |  |  |  |
| Working with secondary school students across KS3, KS4 and KS5. |  | **✓** |  |
| Secure knowledge of the relevant subjects and curriculum areas. |  | **✓** |  |
| Experience of required specification and courses. |  | **✓** |  |
| Set goals that stretch and challenge all students. |  | **✓** |  |
| Know and understand how to assess the relevant subjects and curriculum areas. |  | **✓** |  |
| Make use of formative and summative assessment to secure student progress. |  | **✓** |  |
| Leading change successfully in a school context. |  | **✓** |  |
| **Personal Aptitudes, Qualities and Skills** |  |  |  |
| Excellent communication and organisational skills. |  | **✓** |  |
| Ability to differentiate and personalise learning. |  | **✓** |  |
| Impart knowledge and develop understanding through effective use of lesson time. |  | **✓** |  |
| Understand how a range of factors can inhibit students’ ability to learn and how to overcome these. |  | **✓** |  |
| Manage classes effectively, using behaviour approaches which are appropriate to students’ needs. |  | **✓** |  |
| Demonstrate very high standards of personal and professional conduct. |  | **✓** |  |
| Create a culture where all team members are motivated and supported to develop their practice. |  | **✓** |  |
| Motivate and inspire staff and students.  Hold staff to account for the delivery of the curriculum and professional practice. |  | **✓** |  |
| Ability to use initiative to solve problems and get results |  | **✓** |  |
| Flexible and adaptable approach |  | **✓** |  |
| Willingness to participate in training/development as/when identified by manager |  | **✓** |  |
| Evidence of continued professional development |  |  | **✓** |
| Ability to work effectively as a member of a team |  | **✓** |  |
| Understanding of safeguarding issues and promoting the welfare of children and young people |  | **✓** |  |
| **Specific Requirements** |  |  |  |
| Suitability to work with children |  | **✓** |  |
| A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice |  | **✓** |  |
| Demonstrate the importance of work life balance and personal well-being |  | **✓** |  |

**Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.**