



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL
Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Assistant Headteacher Teaching and Learning

Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Assistant Headteacher with responsibility for Teaching and Learning.

I know it is important to make the right decision as you step into senior leadership – it has to be the right place for your continued professional development, and you have to feel you can make a difference. I can assure you of both at Mill Hill County High School.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do. As a member of our senior leadership team, I will expect you contribute to all strategic decisions, whatever your own strategic responsibilities are – after all, more voices are better than one to form a strategy that will have real impact. I encourage a collegial approach to strategic development and will expect you to be flexible in the way you work so that we create an agile team ready to address any challenges that may lay ahead, especially in the current climate.

The Teaching and Learning post will strategically lead on:

- **The development of teaching and learning across the School through leading whole school, department and individual CPD including ECT & ITT;**
- **Effective teaching delivery ensuring progress of under-achieving groups;**
- **Quality assurance of teaching and learning across the School;**
- **Identification of and support for teacher/department development;**
- **Effective deployment of Teaching and Learning Coaches;**
- **Effective feedback to ensure student progress**

Although we have a strong academic reputation and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, my PA, to make an appointment.

Kind regards,

Andy Stainton, Headteacher

Assistant Headteacher - Teaching and Learning



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Title of Post:	ASSISTANT HEADTEACHER – TEACHING AND LEARNING
Salary:	L14-18 (Outer London) £68,749 - £75,478
Commencement:	September 2024
Contract:	Full time – Permanent
Overall Purpose:	To support the strategic leadership of the school by providing effective leadership and management of school strategy, specifically Teaching and Learning. In addition, to lead a specific strand of the School Improvement Plan.
Responsibilities:	The specific duties of the Assistant Headteacher are reviewed on a regular basis and will change as the aims and objectives of the school change. Responsibilities may be rotated through the team as and when the Headteacher deems it appropriate.
Responsible for:	Line management of specific middle leaders, pastoral and academic, and the Teaching and Learning Coach Team
Reporting to:	Headteacher

If you would like an informal conversation about this post by telephone or would like to visit the school, during the week beginning **Monday 4th March**, we would be happy to meet you. Please email your request to the Headteacher's PA, Amanda Leonard, at leonarda@mhchs.org.uk or, alternatively, to apply for this post please email your completed application form to leonarda@mhchs.org.uk

Closing Date: 10 am Monday 11th March 2024

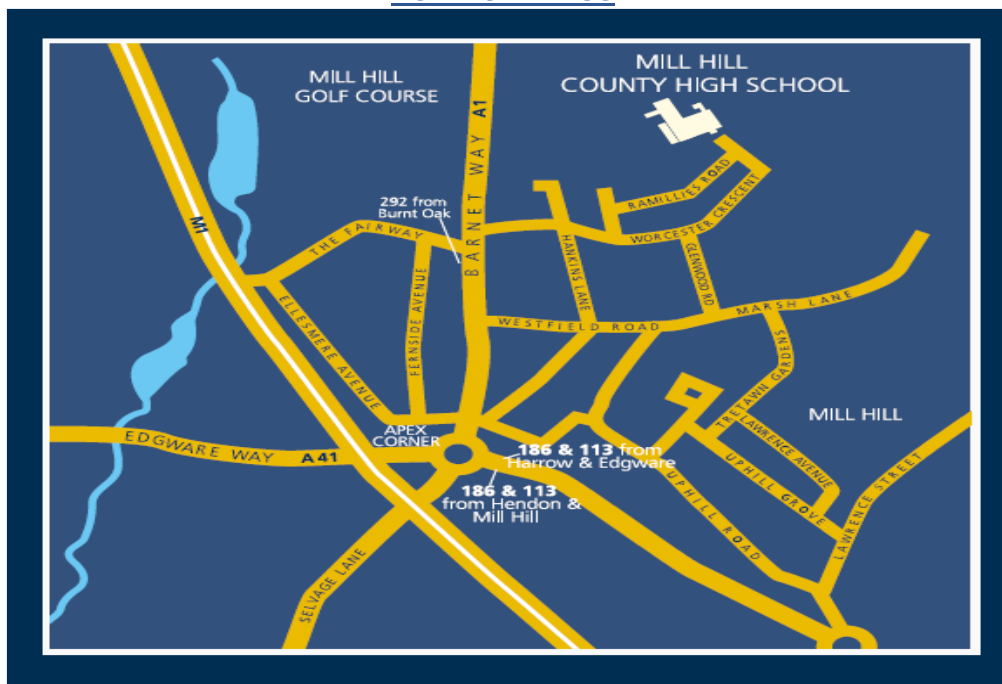
Visits to the School: w/b Monday 4th March

Shortlisting: Friday 15th March

Interviews: Tuesday 26th March

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance and online searches.
We reserve the right to appoint a suitable candidate prior to the deadline.

HOW TO FIND US



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JOB DESCRIPTION

TITLE OF POST: Assistant Headteacher

RESPONSIBLE TO: Headteacher

KNOWLEDGE & SKILLS:

Shaping the Future

- Awareness of local, national, and global trends, as well as research and inspection evidence, to inform policies, practices and expectations
- Helping to build, communicate and implement a shared vision; actively promoting the school ethos.
- Contribution to strategic planning process
- School self-evaluation
- Awareness of new technologies, their use and impact
- Helping to lead change
- Creative and innovative skills
- Ability to develop and implement policies and practices which reflect our school's commitment to high achievement, effective teaching and learning, and strong behaviour management
- A commitment to collaboration, modelling effective professional practice, and inspiring others
- A commitment to inclusion
- Monitor the progress made in achieving our strategic goals and intervene appropriately
- Awareness of financial planning
- Change management
- Develop effective links with the local community, including business and industry

Leading Teaching and Learning

- Evidence based strategies for raising attainment and achieving excellence
- Use of new and emerging technologies to support teaching and learning
- Principles of effective teaching and learning for engagement
- Strategies for developing effective teachers
- Up to date knowledge of research in the field of teaching and learning
- Data collection tools and analysis, assessment & reporting
- Strategies for reducing variability between departments and within classes
- Differentiation & personalised learning through responsive teaching
- Set expectations and targets for staff and students in relation to quality of teaching and student engagement
- Clear understanding of the training needs for colleagues at different stages of their career

Leading Behaviour and Inclusion

- Promoting a positive behaviour culture
- Removing barriers to engagement with and access to learning
- Impact of behaviour/attendance on learning and educational progress
- Awareness of effective alternatives to exclusion both internal and external
- Awareness of the need to support the family as well as the child to improve behaviour
- Support and promote positive mental health
- Clear rewards and sanctions systems, understood and applied fairly by all
- Up-to-date awareness of safeguarding, child protection and safer recruitment
- Work with the SENCO and external providers to support education, health, and care plans to support their academic and pastoral progress
- Developing inclusivity and equal opportunity



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Developing Self and Working with Others

- Establish clear expectations and constructive working relationships among staff through distributed leadership, empowering others
- Performance Appraisal: Holding people to account and supporting their development
- Contribute to the day-to-day management of the school
- Support staff career development
- Contribute to staff training and CPD at different stages of career development
- Communicate effectively
- Aware of your own strengths and development needs as a reflective practitioner
- Enthusiastic and engaging
- An appreciation for consultation to develop strategy
- Empowering student leadership
- Engaging with families and external agencies

Efficient and Effective Deployment of Staff and Resources

- Manage any delegated budgets effectively and contribute to whole school budget monitoring
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Make sure that there is a safe working and learning environment in which risks are properly assessed

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

The responsibilities and tasks as set out above are not intended to be exhaustive. The post holder is expected to carry out such other related duties commensurate with the post grade that may reasonably be assigned by the Headteacher. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. The review will be carried out in consultation with the post-holder before any changes are implemented.



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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualification & Training	<ul style="list-style-type: none"> • Qualified to at least degree level • Qualified Teacher Status • Permitted to work in the UK 	<ul style="list-style-type: none"> • Evidence of further education and training
Experience	<ul style="list-style-type: none"> • Recent experience as a successful middle or senior leader • Highly effective, creative and dynamic pastoral leader • Proven track record of excellent teaching & behaviour management • Proven track record of sustained strategic impact at middle leadership level or above • Self-evaluation and improvement planning for successful impact and/or change 	<ul style="list-style-type: none"> • Experience of working in a large 11-18 secondary school • Experience of Safeguarding processes and/or willingness to gain relevant qualifications
Shaping the Future	<ul style="list-style-type: none"> • A clear vision of how to achieve educational excellence in relation to teaching and learning • Outstanding written and verbal communication skills to a variety of audiences • Commitment to the school vision: Aiming Higher, Promoting Harmony, Achieving Excellence • Skilled in quality assurance and holding people to account • Good knowledge of national policy developments in education • Effective in promoting a school ethos through assemblies and form time learning • Ambition for creative solutions to ensure sustained impact 	<ul style="list-style-type: none"> • Involvement in wider professional networks • Experience of managing data and producing concise analyses • Experience of working with governors
Teaching & Learning	<ul style="list-style-type: none"> • An excellent teacher who achieves strong outcomes • A strong understanding of effective teaching and learning strategies to engage the most resistant learner • Impactful tracking and monitoring of identified groups • Leading intervention programmes that have had sustained impact • Experience in observing lessons and providing developmental feedback 	
Behaviour & Inclusion	<ul style="list-style-type: none"> • Excellent understanding of Safeguarding policies and procedures • Effective implementation of strategies to ensure excellent attendance • Strategies to promote and celebrate positive behaviour • Experience of implementing and sustaining effective behaviour management strategies • Tenacious in exploring all options to support a child • Effective in supporting SEND & disadvantaged students • Committed to equality 	<ul style="list-style-type: none"> • Safer Recruitment training

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Developing Self and Working with Others	<ul style="list-style-type: none">• Ability to lead and inspire others• Committed to hard work whilst mindful of wellbeing• Resilient, able to see projects through to completion• Ability to respond effectively to stakeholder demands• Ability to meet deadlines and manage workload• Commitment to collaboration – contributing to & leading teams• Experience of delivering staff training• Commitment to life-long learning• Values equality and diversity and the unique contribution that every individual makes to the learning community• Leadership of performance appraisal and team development	
Deployment of staff and resources	<ul style="list-style-type: none">• Experience as a budget holder	

