

**Welcome to Woodlands,
a wonderful place to be.**

APPLICATION PACK

Assistant Headteacher (Inclusion including SEND)

Full time

Closing Date: Monday 24th March 2025 - 9:00am



ALLESTREE WOODLANDS SCHOOL

COURAGE | OPTIMISM | REGARD | ENDEAVOUR

Allestree Woodlands is a 'Good' school.

Allestree Woodlands School is ***'highly inclusive'*** and that ***'pupils adopt the attitude that 'everyone is equally welcome'.***

'The school has high expectations of all pupils.'

'The school has a well planned curriculum in place.'

'Teachers demonstrate strong subject knowledge.'

'Lessons are calm and disruption is rarely seen.'

'Pupils feel safe at Allestree Woodlands.'

'Pupils benefit from a curriculum that extends beyond the academic.'

Ofsted, April 2024



Welcome from Headteacher

Appointment of an Assistant Headteacher
(L10 – L14) – September 2025.

Dear Applicant

Thank you for the interest you have shown in the position of Assistant Headteacher at Allestree Woodlands School. I hope this information pack allows you to form a clear view of the school and encourages you to submit an application.

The vacancy offers the ambitious, energetic and capable applicant the opportunity to be a significant part of the strategic leadership of the school.

The governors, staff, students and parents/carers are committed to serving our community by continuing to develop aspiration and achievement for all within our inclusive, friendly school community. If you feel you could contribute to this vision, we would be very pleased to receive your application.

The person appointed will:

- Demonstrate a deep understanding of inclusion and SEND
- Be passionate about the power of high quality education
- Demonstrate excellence in teaching and learning
- Be able to inspire and motivate students and staff to aspire to great things and achieve their best
- Be a highly effective leader and team player who has excellent inter personal and communication skills
- Have a proven track record of raising standards
- Understand barriers to achievement and how to tackle these effectively
- Have high levels of commitment, courage and optimism

We are as interested in drive, energy, vision and enthusiasm as in experience. We require a person with high expectations of themselves, of the staff and of the students. We expect people to accept responsibility and understand the need for accountability. We are interested in people who deliver. Openness to support and challenge are important and we develop leaders to be at ease with this.

In conclusion, Allestree Woodlands School is regularly over subscribed; it is a positive school with an ethos based firmly in raising the academic and personal achievement of all our students. It has a friendly, supportive and enthusiastic staff. In short this school and this post offer an outstanding opportunity for the right candidate.

The Application Process

If you would like to apply, please return the following by 9am Monday 24th March 2025. (Interviews provisionally to take place w/c 31st March 2025).

1. A fully completed Application form
2. A letter of application demonstrating how you feel you meet the Job Description. Your letter should be no longer than 1200 words (word processed and using Arial font size 12) and should address the following areas:
 - a. How your personal qualities and experience make you the right person to be the new Assistant Headteacher at Allestree Woodlands School.
 - b. Specific skills that you can bring to the leadership and management of our school.
 - c. Any other relevant supporting information
3. Write a separate paper of no more than 600 words (word processed and using Arial font size 12) outlining the principles you work to when seeking to improve outcomes for SEND and disadvantaged pupils.

Please send your completed application to k.challands@woodlands.derby.sch.uk an email will be sent to confirm receipt.

Finally, may I thank you for your interest in this post. I hope you are encouraged to apply. If you do, please know that I appreciate the time and effort needed to complete such applications.

Should you be called to interview, you will be contacted with full details. If that proves not to be the case, then I thank you for your application and wish you all the very best for the future.

Yours sincerely

Gemma Penny
Headteacher

JOB DESCRIPTION

Post Title: Assistant Headteacher (Inclusion including SEND)

Post Grade: Leadership Scale Range points (L10 – L14)

Line Manager: The Headteacher

Job summary:

- The Assistant Headteacher: Inclusion will be a key member of the Senior Leadership Team and will work closely with the headteacher, SLT, deputy SENCo's and other leaders
- The Assistant Headteacher: Inclusion will take a lead role in raising standards, both academic and pastoral, to ensure that all students achieve their best and are well prepared for their next steps
- The Assistant Headteacher: Inclusion will play a key role in ensuring smooth transition between key stages
- As a member of the Senior Leadership Team the Assistant Headteacher: Inclusion must demonstrate loyalty, professionalism, commitment and high standards of work, integrity and confidentiality both within the school and wider community
- The person appointed will be expected to be familiar with and able to demonstrate the skills, qualities and attributes of an aspiring headteacher
- The Assistant Headteacher: Inclusion will oversee all SEND provision and undertake the role of SENCo
- The Assistant Headteacher: Inclusion will have strategic of the Internal Alternative Provision (The Grove)

Responsibilities

These are in addition to the requirements of a class teacher and the specific areas of responsibility and key tasks which will be finalised on appointment

Strategic direction and development of the school:

- support and secure the commitment of others to the vision, values, direction and policies of the school which ensure effective teaching, successful learning and achievement by students to prepare them for the opportunities and responsibilities of adult life
- help lead and manage the creation and implementation of a strategic school improvement plan which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- take a strategic lead in the school's self-evaluation processes
- support all staff in achieving the priorities and targets of the school
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact.
- ensure that parents and carers of students with SEND are well informed about the curriculum, targets, students' progress and attainment
- support the headteacher in strengthening links with parents/carers
- ensure that the safeguarding of children and young people underpins all policies and practice at Woodlands
- take the lead in all practical aspects of the delivery of provision for students with SEND or identified disadvantage to ensure barriers to aspiration and achievement are addressed
- oversee ECHPs, annual reviews and liaison with external partners to ensure SEND is effectively addressed
- contribute to the development programme for all new staff
- be responsible for ensuring that improvements in literacy and numeracy knowledge and skills are priority targets for all students with performance below age related expectations
- support staff in developing a stimulating and challenging environment which secures effective learning and provides high standards of achievement and behaviour
- support the Headteacher in monitoring achievement across the school including analysis of data leading to a positive impact on student performance, particularly in regard to SEND and disadvantage
- ensure high quality SEND and internal alternative provision

Curriculum:

- ensure that leaders and teachers can explain how the curriculum is organised to support and enable SEND and disadvantaged pupils
- lead and demonstrate confidence in the development of highly effective pedagogical practice
- support staff in implementing a stimulating and challenging curriculum which secures effective learning and provides high standards of achievement and behaviour for all
- support the headteacher in monitoring achievement across the school including analysis of data leading to a positive impact on student performance

JOB DESCRIPTION

Leading and Managing Staff:

- demonstrate the CORE values in attitudes, behaviours, words and actions
- develop positive working relationships with and between students and staff
- lead groups of staff in development activities and evaluate outcomes and impact
- support the performance appraisal process as required and use the process to develop personal and professional effectiveness
- provide support to teachers, supply teachers and support staff to enable professional development of staff through coaching and mentoring
- ensure that the headteacher and governors are well informed about relevant school policies, plans and priorities, its success in meeting objectives and targets, and any future development needs
- act as SLT link with designated subject areas/pastoral groups to provide effective monitoring and channels of communication, support, guidance and challenge for all staff
- uphold school expectations and high standards of professionalism and collaboration
- demonstrate ambition for the school and its students

Effective deployment of staff and resources:

- support the headteacher in the deployment of staff and support those staff in their duties
- work with the headteacher in establishing priorities for deploying financial resources and in monitoring its effectiveness
- Ensure that funding streams are pursued with rigour where required

General

- take on specific tasks related to the day to day administration, organisation and running of the school as requested by the headteacher
- take on any additional responsibilities which might from time to time be determined by the headteacher
- create and maintain positive and supportive relationships with staff, parents/carers, governors and the community
- to engage with appropriate training opportunities to promote professional effectiveness in this role
- develop partnerships within school and beyond in order to raise standards and improve student outcomes

Entitlement

The headteacher and governing body are fully committed to ensuring the professional effectiveness of the person in this role through:

- the provision of leadership and management time
- support for the provision of professional development opportunities, e.g. NPQSL, NPQH, SLE
- the provision of supervision

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with Allestree Woodlands School's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

Freedom of Information Act and Data Protection Act - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity - The post holder will be required to comply with and maintain awareness of Allestree Woodlands School's policies relating to Equality and Diversity.

Health and Safety - The post holder must at all times carry out their responsibilities with due regard to Allestree Woodlands School's policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with Trades Unions where appropriate.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Job Title: Assistant Headteacher - Inclusion	Essential	Desirable
Experience		
Teaching experience in an 11-18 school in the last 5 years	✓	
Experience in more than one school or educational setting		✓
Team leadership in school for at least 3 years	✓	
Management of student progress and behaviour	✓	
School self-review and evaluation		✓
Leadership of development and improvement within a school	✓	
Experience of strategic planning and implementation		✓
Leadership of development and improvement within SEND	✓	
Evidence of positive impact on outcomes for disadvantaged pupils		✓
Education and Training		
Qualified teacher status	✓	
Honours degree	✓	
Further qualifications/Higher degree (eg.NPQ, MA etc.)		✓
Evidence of recent professional development	✓	
SENCo Award or equivalent (underway or complete)	✓	
Knowledge		
Up to date knowledge of current trends and issues affecting inclusion and SEND	✓	
Understanding of SEND code of practice and its implications for schools	✓	
Research based approaches to raising standards	✓	
Understanding of barriers to student development and achievement	✓	
Understanding of access arrangements	✓	
Strategic direction and development of school		
Ability to win the confidence of colleagues	✓	
Commitment to continuous school improvement	✓	
Ability to plan strategically	✓	
Ability to monitor and evaluate the progress of the school	✓	
Ability to manage change effectively	✓	
Ability to support staff to achieve ambitious goals	✓	
Curriculum, Teaching and Learning		
An excellent classroom practitioner	✓	
Ability to ensure that stimulating and challenging learning environments are in place	✓	
A commitment to equal opportunities and inclusion	✓	
Understanding the principles of curriculum planning and delivery	✓	

PERSON SPECIFICATION

Job Title: Assistant Headteacher - Inclusion	Essential	Desirable
Leading and managing staff		
Ability to demonstrate and implement different approaches to achieve goals	✓	
Ability to solve problems, including under pressure	✓	
Ability to inspire, lead, organise, challenge and support staff to deliver effective learning and student development opportunities	✓	
Commitment to building working relationships based on trust	✓	
Accountability		
Ability to maintain records, manage, analyse and evaluate complex information and be accountable to the Headteacher in the first instance and then governors, parents, Ofsted, the LA and others	✓	
Ability to secure staff accountability	✓	
Effective relationships and networks		
Ability to relate effectively with and gain the trust of staff, parents, governors and students	✓	
Ability to develop appropriate links with parents, external agencies and the wider community	✓	
Personal qualities		
Courage	✓	
Optimism	✓	
Regard for self and others	✓	
Endeavour	✓	
Team player who is not scared to use initiative	✓	
Commitment to school improvement and personal professional development	✓	
Openness to ideas and flexibility to adapt	✓	
Perseverance and a 'can do' problem-solving approach	✓	
Belief in the power of education to change lives	✓	
Enjoy working with young people	✓	
Willingness to engage with appropriate professional learning and training	✓	
Excellent communication skills and ability to build working relationships effectively with a range of people both verbally and in writing	✓	
Reliable and displays flexibility	✓	
Well organised, practical, and resourceful with strong time management skills	✓	

LOCATION AND FACILITIES

A beautiful and functional space for everyone joining Woodlands.

We have wonderful, modern facilities including science laboratories, specialist classrooms, music rooms, a drama studio, technology rooms and an Atrium with Café.

All the classrooms are spacious with good natural light and equipped to a very high standard across all our curriculum areas. We are constantly upgrading our ICT provision and further enhance our teaching and learning with a well-stocked library, staffed by dedicated library staff within the Learning Resource Centre.

Our school is named Woodlands for a reason – we are surrounded by trees and green spaces and are fortunate to have extensive outdoor spaces for students to play and relax.

A high quality learning environment is very important to us, and we strive to maintain our grounds, buildings and facilities to high standards.

In addition we have a modern sports hall, fitness suite, swimming pool, two floodlit all-weather pitches, extensive sports fields and state-of-the art theatre facilities – all of which we also use to support our partner primary schools and the surrounding community.



Enabling aspiration and achievement for
all students through delivery of a
knowledge-rich curriculum underpinned
by our CORE values

COURAGE | OPTIMISM | REGARD | ENDEAVOUR

CONTACT INFORMATION

☎ 01332 551921

✉ the.office@woodlands.derby.sch.uk

✉ k.challands@woodlands.derby.sch.uk

🌐 www.woodlands.derby.sch.uk



ALLESTREE WOODLANDS SCHOOL

Blenheim Drive, Allestree, Derby DE22 2LW