

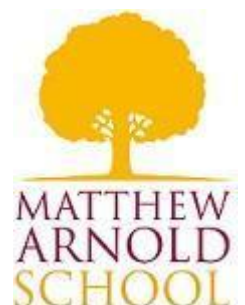


MATTHEW ARNOLD SCHOOL

“Success for everyone”



**Assistant Headteacher
Recruitment Pack**
To start in September 2023



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Message from the Chair of Governors

Dear Applicant

On behalf of Matthew Arnold School and the Acer Trust, we would like to thank you for your interest in our post for Assistant Headteacher Inclusion.

Matthew Arnold School, based on the outskirts of Oxford, is a thriving, high achieving community school, which is happy, inclusive and ambitious for every student. The school has a strong Leadership Team with a clear ethos of collaboration which ensures young people are at the heart of everything we do.

The proven ability to work as part of a team is an essential requirement as our -Headteacher will need to work closely and effectively with the Headteacher, other members of the Leadership Team, students, staff, governors, the wider school community and the Trust.

We need someone with four Hs: “hope, humanity, humility and humour”; someone who can inspire all our students; someone who brings out the best in everyone. We are looking for someone who can nurture and develop both academic and emotional intelligence so that our young people leave our school ready to take on the challenges of early adult life.

It is an exciting time to be part of Matthew Arnold School - you will be joining an experienced, dedicated, driven and welcoming team of people to ensure the continued success of the school.

If all this sounds like you, and you have the drive and ambition to help lead our school, we’d love to hear from you! The deadline for return of the application form is 9.00am on the 19 April 2023. Interviews will take place on the 26 April 2023. If you would like to speak to one of the governors, we would be very happy to arrange this for you. Please contact Katrina Lukaszuk on hr@maschool.org.uk to arrange a meeting.

If you have any questions, please do not hesitate to get in touch with us.

Tom Weller

Chair of Matthew Arnold School Governing Body

tweller@maschool.org.uk



Message from the Headteacher

I have worked at Matthew Arnold School for eight years as Deputy Head, gaining promotion to Headteacher of the school for September 2021. During my time at the school I have always been amazed by our students' creativity, commitment to their work and their willingness to share their thoughts and views openly and honestly with teachers in the school. Of course this is enabled through a committed staff body who work tirelessly to ensure they bring out the best in our students. At Matthew Arnold School we firmly believe that education is the driver for social change, to support all, especially the most vulnerable, to have the best start in life so they are prepared and able to live successful lives and contribute to their community.

We believe a school should sit at the heart of its community which in turn depends on it to educate its children, both within and beyond its walls. We have made huge strides in these aspects at Matthew Arnold School, but there is more to do. Our school community comes from a wide range of cultural backgrounds, making the school an incredibly vibrant place to work and learn.

At Matthew Arnold School our aim is "Success for Everyone". By this we mean in our school we expect the very best from everyone and for everyone, with all members of the community understanding the school's ethos and demonstrating the school's culture. Our ambition is that, through the taught and wider school curriculum, all students develop the skills, knowledge and character they need to pursue the exciting life choices they make and continue to contribute positively to their world.

We continue to improve our school for everyone whilst ensuring the experience and progress of those at risk of making less progress than their peers, our priority students, is enhanced most of all. We focus our activities around the culture and routines of the school so that every student understands what is expected of them in order for them to become successful learners who contribute to their school community

We are a school with high academic standards, delivered by high quality teaching and learning that supports and inspires all of our students to learn and make the best possible progress

All of this is achieved through a highly collaborative approach where leadership is distributed across the school. Leaders are empowered to develop the school priorities applying their expertise to their particular context. The successful candidate will be able to empower their teams to take ownership of their area, knowing and understanding their success criteria and how to monitor, evaluate and continually improve as a result.

The leadership team at Matthew Arnold School has a wealth of experience, with a lot of opportunity for learning and development. You will be joining a warm and welcoming team, open to new ideas and always ready to learn how we can further improve our school. The new Assistant Head will compliment and challenge the existing team as this role is a fantastic opportunity to drive forward Matthew Arnold School as we enter the next phase of our development

Anthony Broadley
Headteacher



Assistant Headteacher Advert

Assistant Headteacher: Inclusion

Matthew Arnold School, Oxford

Salary: Leadership Scale 12-16

Full time - Permanent

Start Date: September 2023

Closing date for applications: 19 April 2023 at 9.00am

Interview days: 26th April

Matthew Arnold is a thriving community school on the outskirts of Oxford looking to appoint a new Assistant Headteacher with proven leadership skills who can further develop the school's ethos where young people are at the heart of everything we do and leave us ready to take on the challenges of early adult life.

Matthew Arnold is an oversubscribed inclusive 11-18 school of nearly 1,300 pupils that serves a mix of urban and rural communities across the west side of Oxford. It is a high achieving school (2023 Progress 8 +0.33) and annual data indicates increasing rates of progress for our disadvantaged students. This has been achieved by focusing on improving outcomes for every student and continuing staff development.

We are looking for someone:

- With a record of exceptional and collaborative leadership
- Who can inspire all our students and staff
- Able to discover, plan for and lead through the next decade of school improvement

The school is part of the Acer Trust. All schools in the Trust play an important part in the success of the Trust and work together collaboratively so that each school in the Trust is a great place to learn and to work.

If you would like to visit the school (virtual or in person) or have an informal conversation about the Assistant Headteacher's role to take place in the weeks leading up to **Friday 31st March**

Please contact Katrina Lukaszuk on hr@maschool.org.uk who will be able to arrange a time with the Headteacher.

Please go to our [vacancies page](#) to find details on how to apply using the Acer Teaching Application Form.

Please send your application form to hr@maschool.org.uk. No cover letter is required.

Matthew Arnold School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. We are committed to equality and we value diversity. Applications are particularly welcome from women and black, Asian, and minority ethnic candidates, who are under-represented in leadership posts in the secondary education sector in Oxfordshire. An enhanced DBS check will be required for the successful applicant.

Timescale for appointment

Visits to the school **Monday 13th - Friday 31st March**

Closing date for application: **Wednesday 19th April 9am**

Shortlisting **Friday 21st April**

Interviews: **Wednesday 26th April**



Job Description

Assistant Headteacher Inclusion

The key purpose of this role is to improve outcomes for every student by building the school's capacity. This will be underpinned by the development of the school's quality assurance systems to monitor and evaluate our effectiveness.

Purpose of Assistant Headteacher Inclusion role:

Working very closely with the Headteacher, the Deputy Headteachers and other Leadership Team members, the Assistant Headteacher plays a key role in:

- Co-leading the creation of the strategic vision, values, aims and goals for the school
- Improving the outcomes for all students
- Formulating and implementing the strategic aims and objectives of the school.
- Establishing the policies and procedures through which the aims and objectives will be achieved.
- Leading and managing staff and resources to achieve the aims and objectives of the school.
- Monitoring and evaluating progress towards the achievement of agreed aims and objectives, described in the annual School Improvement Plan.

Improving outcomes for all students by:

- Leading the school's provision to enable the integration and engagement of the most vulnerable learners including personalised provision
- Leading the development and implementation of the school's alternative provision
- Working with the Assistant Head: Teaching and Learning to deliver high quality adaptive teaching for all student with SEND
- Leading the SEND team to ensure that needs are identified and met for all students on the SEND register.
- Being Designated Lead for Looked-After Children

- Working in partnership through the IYFAP (In Year Fair Access Panel) and with external agencies through the CAF /TAC process and PEP process for LAC
- Leading the induction through the pastoral system of students admitted through the IYFAP
- Gathering and analysis ing data to support school improvement (LAC + SEND)
- Leadership of the strategic use of the Pupil Premium Grant

Management responsibilities for policies/procedures/publications

- Policies and procedures for students at risk of exclusion including oversight of personalised learning programmes and personal support plans (PSPs)
- Inclusion and SEND policies and practice, including alternative provision.
- Ensure that Exam Access Arrangements (EAA) are compliant with JCQ regulations
- In Year Admissions procedures linked to IYFAP
- Oversight of maintenance of accurate SEND Register and associated Pupil Profiles
- Personalised Provision database
- Managing LAC students' provision
- DDSL
- Coordination of the Priority Student Update system (HEP)
- Management of PPG budget
- Overview of priority student progress
- Curriculum Leader Link
- House Leader Link

Line management

- Curriculum Leader
- SEND team
- House Leader

General Leadership Team responsibilities:

All members of the Leadership Team at MAS are expected:

- To be an excellent practitioner and to lead teaching and learning within the school both through modelling good classroom practice and through lesson observation feedback and coaching.
- To assist in the preparation and review of school policy and procedure documents and ensure the School Improvement Plan, in relation to the specific area of responsibility, is monitored and impact reviewed regularly, within the school cycle.
- To follow school policies and procedures, including child protection and safeguarding, equality, health and safety, confidentiality, data protection and freedom of information. It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school.
- To engage in relevant continuous professional development opportunities and performance management/development arrangements
- To develop constructive relationships and encourage effective communication between middle leaders, teaching staff and support staff, leading by example.
- To develop positive relationships and communicate with other agencies and professionals.
- To attend Governing Body meetings and committees as required.
- Promote the ethos and culture of the school
- Promote staff and student wellbeing
- Ensuring students are well cared for and supported in their personal development and well-being through the leadership of the pastoral system including management of the Positive Behaviour Management policy and systems

- Linking with a house leader to ensure the positive behaviour into practice is carried out effectively
- Identifying information gathering and analysis to support school improvement
- Contributing to the development of teaching quality by supporting individual staff and participating in leadership team activities to monitor the quality of T&L
- Leading and developing the effective use of data across the school, and in the school's partnerships, to support target-setting and to monitor and review student progress and outcomes

In addition, the Headteacher may assign reasonable additional or alternative duties at any time as the needs of the school change.

You have specific responsibilities under **Health & Safety** legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

As a Manager you also need to be fully aware of the relevant activities expected of you in relation to H&S, including the need to ensure:

- All new employees, that you manage, are fully briefed at induction
- Your team are regularly reminded of key issues and responsibilities
- Your staff undertake appropriate health and safety training, including refresher training as necessary
- You carry out risk assessments, and implement them, for processes, operations and activities under your control
- Health & Safety is a regular item at team meetings
- Your staff are set appropriate targets as part of performance management

Additional Notes

This job description sets out the main duties of the post. Over time, the nature of the role may change and the postholder is expected to be flexible with this. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school may revise the job description from time to time and will consult with the post Holder at the appropriate time.

The Governing Body will endeavour to make any necessary reasonable adjustment to the job and the working environment enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition



Person Specification

Qualifications and experience

- Graduate with Qualified Teacher Status and relevant professional development
- Leadership experience as a middle leader or a senior leader or in an equivalent position in the education sector

Culture and ethos

- A proven track record of contributing to the development of a school's or equivalent organisation's strategic direction
- Experience of contributing to the creation of a positive ethos across the school community, and a student-focused, inclusive and effective learning environment

Curriculum and teaching

- Evidence of experience of working with and leading others to sustain high quality teaching and learning across all key stages, using evidence-informed approaches and practice
- Evidence of the ability to interpret, analyse and use data to inform strategic decision making, to curriculum development to improve performance and raise achievement and ensure that progress is made by every student
- Ensure the school holds ambitious expectations for all priority students, including students with special educational needs and disabilities

Organisational effectiveness

- Evidence of creating and sustaining constructive relationships and collaborative working within and beyond their own workplace
- Excellent understanding & direct experience of safeguarding and ensuring the welfare of all students and staff including safer recruitment practises
- Demonstrate experience in monitoring, prioritising and reporting budgets and resources
- Evidence of the ability to lead the drafting and delivery of school self-evaluation and improvement plans
- A proven commitment to equity, diversity and inclusion

Governance and accountability

- Ability to demonstrate understanding of the role of effective governance and the importance of sustaining a professional working relationship with the Governing Body
- Experience of performance management/appraisal to ensure that staff understand their professional responsibilities and are held to account

Skills and personal qualities

- Excellent organisational skills and a proven ability to delegate effectively and ensure Leadership Team and Middle Leaders at the school are able to take responsibility and fulfil their potential
- Evidence of contribution to the professional development and welfare of all staff
- Evidence of strong, visionary leadership skills, the ability to lead by example, and to inspire and motivate others
- A strong, engaging and empathetic communicator able to interact with high levels of emotional intelligence



Additional Documents

[LT structure 2022-23](#)

[Matthew Arnold School Improvement Plan 2022-23](#)