



**JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE**

**Mabel's Furlong, Ledbury, Herefordshire HR8 2HF**

**11-18 Mixed Comprehensive (NOR 894)**

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## **Assistant Headteacher (L12 – L16)**

**Required for 1 September 2025, (an earlier start would be considered for a suitable candidate)**

We are seeking to appoint an inspirational colleague with vision, drive and a proven track record of successful teaching and leadership to be our new Assistant Headteacher. The successful applicant will, in their first year, lead on either attendance, behaviour or personal development, with the focus based on their experience and interests.

At JMHS, it is our ambition that all students benefit from an environment where they feel happy and safe, where they have positive and trusting relationships, and where they access inspiring experiences and opportunities. We achieve this through the consistent use of simple, effective and evidence-informed behaviour and attendance policies, and through a broad curriculum that places value in the development of character as well as excellent teaching and learning.

The Assistant Headteacher will work with colleagues on the senior leadership team to develop and sustain this environment, by ensuring that all staff have the knowledge and skills to provide a broad and well-rounded education. This will include reviewing the quality of provision within their strategic area, forming plans, and leading on implementation, including staff training. The postholder will be fully responsible for some aspects of the pastoral curriculum.

The post holder will also contribute fully to the senior leadership team and the wider life of the school. They will be a flexible and dynamic strategic leader, a strong line manager, and an expert in teaching and learning. The post holder will also be expected to be a strong communicator, able to work with a range of stakeholders, including the Senior Leadership Team, teachers, parents and carers, students, and support staff. They will be an excellent ambassador for the school and promote culture, ethos and values of JMHS.

In turn, they will benefit from a school with a positive, supportive and welcoming community; a professional and ambitious staff team; conscientious and considerate students, and a comprehensive and personalised professional development programme to support their career goals.

JMHS was inspected by OFSTED in November 2022 who confirmed our good grading and whose comments included:

- Pupils behave well. They are polite to their teachers and considerate of their peers.
- Parents rate teachers' high expectations because they push pupils to do more. Many say teachers go 'above and beyond' for their children.
- Pupils can do unusual stuff at this exciting school.
- School leaders have constructed a rich and engaging curriculum.

We welcome visits from prospective applicants. If you would like to have a tour of the school, please email Chloe Limbrick (Deputy Headteacher: behaviour, attitude and pastoral support) [chloe.limbrick@jmhs.hereford.sch.uk](mailto:chloe.limbrick@jmhs.hereford.sch.uk)

Further information can be found at:

<https://www.eteach.com/job/assistant-headteacher-pastoral-1457190>

Applications forms should be emailed to [vacancies@jmhs.hereford.sch.uk](mailto:vacancies@jmhs.hereford.sch.uk). We do not accept CVs.

If you wish to apply for this post, please submit a completed application form and a letter of application of no more than two sides of A4, summarising:

- Your relevant past experience and how this shows that you meet the Person Specification and Job Description.
- How you have contributed to improving educational outcomes in your current position.
- How you have successfully managed staff and resources in your current or previous positions as either a curriculum leader, pastoral leader, or senior leader.
- What you would wish to achieve in your first year as Assistant Headteacher at JMHS and how you would achieve this.

Please note that only applications submitted on John Masefield High School application forms will be considered and we do not require CVs. JMHS is committed to the protection and safety of its pupils and therefore all appointed candidates will be subject to a Disclosure and Barring Service check at Enhanced Level. All shortlisted candidates will be subject to an on-line Google search.

**Closing date: Monday 6<sup>th</sup> January 9am 2025**

**Interview dates: Week beginning 20<sup>th</sup> January 2025**



## PERSON SPECIFICATION - Assistant Headteacher

|                                    | CRITERIA FOR JUDGEMENT  | METHOD OF ASSESSMENT  |
|------------------------------------|---|---|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant masters level qualification or NPQ (desirable)</li> </ul>   | Certificates, application form and interview                          |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Successful teaching experience</li> <li>• Successful leadership experience in a school, either as a curriculum leader, pastoral leader, or senior leader.</li> <li>• Leading whole school change (desirable)</li> <li>• Leading training for staff and/or mentoring/line managing colleagues</li> <li>• Providing students with high-quality pastoral support</li> </ul> | Application form and letter of application, interviews and references |

|                             |  |   |
|-----------------------------|--|---|
| <b>Knowledge</b>            | <ul style="list-style-type: none"> <li>• Knowledge of evidence-informed approaches to behaviour, attendance and personal development</li> <li>• Knowledge of research on school improvement, cognitive science and evidence-based teaching</li> <li>• Knowledge of how to successfully implement change and how to maintain and build upon improvements</li> </ul>   | Letter of application, interviews and presentation                      |
| <b>Skills and abilities</b> | <ul style="list-style-type: none"> <li>• The ability to earn the respect of all stakeholders including students, staff, parents and governors</li> <li>• The ability to communicate clearly with parents and other external stakeholders</li> <li>• Collaborative and co-operative</li> <li>• The ability to be resourceful and systematic</li> <li>• The ability to prioritise effectively</li> <li>• The ability to work hard, balance competing priorities and to remain calm and focussed</li> </ul> | Letter of application, interviews, presentation and prioritisation task |
| <b>Other factors</b>        | <ul style="list-style-type: none"> <li>• Willingness to engage in parental meetings and Faculty /Year leader meetings, information events which may fall outside the school day.</li> <li>• A strong moral compass</li> <li>• Commitment to equality and inclusion</li> <li>• Disclosure &amp; Barring Service at Enhanced Level</li> </ul>  | Letter of application, interviews and references                        |



## JOB DESCRIPTION – Assistant Headteacher

### Organisational information:

Responsible to: Deputy Headteacher (behaviour and attitudes, pastoral support)  
 Functional Links: SLT; Year Leaders; teachers; outside agencies; parents; governors

### Main Purpose of Job:

Work with the Headteacher and Deputy Headteachers to provide strategic and operational leadership of JMHS. Work with the Deputy Headteacher in setting and implementing the strategic direction of key whole school areas, beginning with at least one of behaviour and attitudes, attendance and personal development.

### Main Responsibilities / Accountabilities:

1. Coordinate whole school provision for at least one of behaviour and attitudes, attendance, personal development.
2. Contribute to the management and operational activity of the school.
3. Work with Curriculum Leaders and classroom teachers to ensure that classroom provision is strong

## **Job Activities:**

### **Examples**

#### **1. Coordinate whole school provision for at least one of behaviour and attitudes, attendance, personal development.**

- Lead our strategy to create an excellent provision and contribute to a safe and secure environment where all students can learn and thrive
- Lead operational teams and line manage colleagues tasked with focussing on your strategic area – such as the attendance team.
- Lead and commission reviews to evaluate quality and follow these up by leading implementation of whole school strategy, including the delivery of whole staff training
- Identify areas where serious problems are arising and implement short and medium term plans to tackle these problems promptly and effectively
- Write the School Development Plan and SEF for at least one strategic area
- Work with senior leaders and governors to develop long term whole school strategies

#### **2. Contribute to the management and operational activity of the school.**

- Support the Senior Leadership Team with the day to day operation of the school, including being a visible presence on duty at break and lunch, supporting the pastoral team, and regularly visiting lessons.
- Design systems that are effective, efficient, clearly communicated to all stakeholders, and are consistently implemented.
- Organise school events to a high standard.
- Be an integral part of the Senior Leadership Team, including attending weekly SLT meetings and contributing to the School Development Plan.
- Lead formal investigations into complaints and significant incidents.

#### **3. Work with Curriculum Leaders and classroom teachers to ensure that classroom provision is strong**

- Line manage multiple departmental or faculty leads
- Deliver high-quality staff training and carry out learning walks/reviews of teaching.
- Working with departments, analyse student/ class progress and attainment across the curriculum and identify and initiate plans for improvement.

**Pay: L12 – L16**

**Date: Dec 2024**