



Lavington School
Learning for Life

Assistant Head Teacher
Application Pack
February 2021

AimAspireAchieve





Dear applicant,

Thank you for your interest in this key post within our school. This post is available from September 2021.

Lavington School is an 11-18 mixed comprehensive school which is oversubscribed and successful. We currently have 916 pupils on roll, including 88 in our Sixth Form which operates as a satellite of Devizes School.

We are looking for a hardworking and committed Assistant Head teacher to join the school following the promotion of the current post holder. It is an exciting time to join a newly formed Senior Leadership Team that is committed to improving provision and outcomes for all of our students. We are looking for someone with the drive and experience to ensure continued progress over the coming years and to improve the already very good outcomes and success of all students. We remain proud of our school and the achievements of our students who demonstrate a diverse range of talents and positive attitudes to learning.

To be successful, you will be a charismatic leader with the ability to develop and enthuse pupils and staff alike; passionate and knowledgeable about the power of teaching to improve learning and with the experience of teaching or leading in core areas of the curriculum. You will have the ability and courage to drive improvements across the school within and beyond your area of responsibility. We will be looking for demonstrable evidence of school improvement, raising outcomes and a commitment to high standards and fostering wellbeing. In return you will work with a Senior Leadership Team with the drive and determination to ensure the school goes from strength to strength.

I hope that this application pack will assist you in making a decision to apply for the post. In the event you do wish to apply, you should complete an application form and email it, together with a covering letter of no more than two sides of A4, to Morgan Davies, Finance & HR Officer, at m.davies@lavington.wilts.sch.uk to arrive no later than **Friday 26th February at 3.00 p.m.** Unfortunately we will not be in a position to contact unsuccessful candidates; therefore if you have not been contacted by **Friday 5th March** please assume you have not been shortlisted on this occasion.

We positively welcome informal visits to the school by prospective applicants which will be carried out in accordance with current covid restrictions. If you wish to visit please contact Tracy Wilkinson, Head's PA on t.wilkinson@lavington.wilts.sch.uk or 01380 812352.

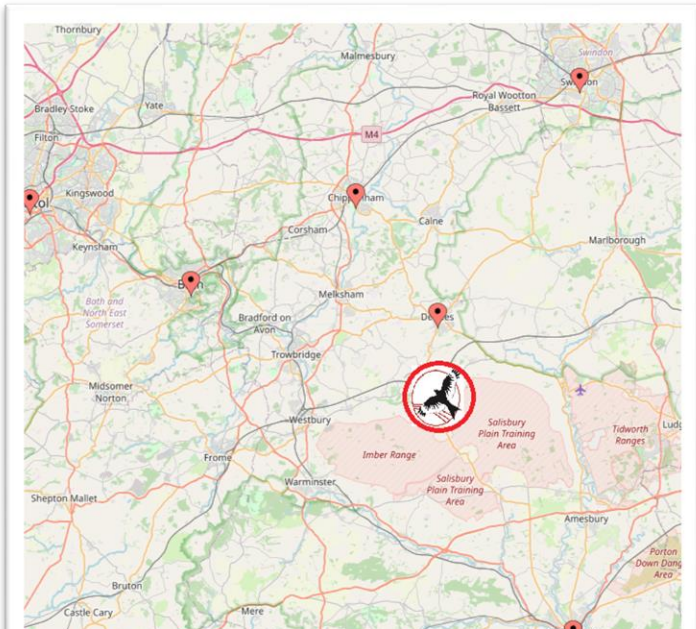
In the event you require further information, please do not hesitate to contact me. We look forward to meeting with you.

Yours sincerely,

Ralph Plummer
Head of School

Lavington School

Lavington School is situated on the western edge of the village of Market Lavington about six miles south of Devizes, it is in the heart of the rural Wiltshire countryside. It is a mixed comprehensive school and currently has just over 800 students on roll, aged 11 to 18 years. Numbers have grown over the years, and we are likely to remain over-subscribed. In 2018 we opened our sixth form, as a satellite centre of Devizes School.



The school is commutable from:

- **Devizes - 5.8 miles**
- **Chippenham - 16.8 miles**
- **Salisbury - 19 miles**
- **Swindon - 25 miles**
- **Bristol - 45 miles**
- **Bath - 24 miles**



The school enjoys a very good reputation within the community and throughout the county and continues to demonstrate the highest standards of achievement. Much of this success is due to the active partnership of home, school and community, which allows a happy working atmosphere to prevail, where hard work and good behaviour is the expectation. Our students are happy and well-motivated and respectful. They are nurtured through superb individual care, a culture of high aspirations, an extensive leadership and enrichment programme and recognition of their unique talents.

Typically, over 80 % of students gain standard passes or above in English and maths at GCSE, with 60% gaining strong passes in both. In 2019 the P8 score of 0.39, placing us in the top three schools in Wiltshire, a standing which has been sustained in all measures over a 5 year period. Over 35% of all grades are in the 7-9 range, demonstrating the challenge and support we provide for our able students. We were inspected in November 2018 and judged as outstanding for behaviour and for leadership, and good for achievement and teaching. Our disadvantaged learners perform the highest of all schools in county.

We have high commitment to professional development and training. Our staff benefit from high quality CPD, from within Lavington and across both Equa MAT and the West Wilts Alliance, providing a comprehensive package of training, professional development and career progression. Our staff are encouraged and supported to develop their own knowledge and skills to ensure all students, in all classes and in all subjects make the best possible progress.

Senior Leadership Team

Head Teacher, **Mr Ralph Plummer** – joined the school as Head in September 2020. Ralph has overall responsibility for the strategic direction of the school including self-evaluation and securing improvement through innovation and development planning.

Deputy Head Teacher, **Mr Dan Dean** - joined the school initially as Subject Leader for Science and later Assistant Head. In 2020 he was appointed Deputy Head teacher with responsibility for Curriculum and Standards.

Deputy Head Teacher, **Mr Simon Down**- joined the school in January 2020 with responsibility for Behaviour, Attitudes and Attendance.

Assistant Head Teacher, **Mrs Zoe Telford** – joined the school in 2017 as Deputy Faculty Leader for Science and later Head of 6th Form. Zoe now has responsibility for leading and improving teaching and learning as well as strategic leadership of the 6th Form.

Assistant Head Teacher, **Vacancy**

School Business Manager, **Mrs Lindsey Wallace** - was appointed in 2019 and leads the support staff in the school; her principal responsibilities relate to budget planning, financial monitoring, HR, health and safety and the maintenance and development of the physical environment.

Our Vision and Our Values

We believe that every child should be happy, healthy, safe and achieve more than they thought possible; at school and beyond.

At Lavington School we pride ourselves on providing a secure, stable, and well-ordered environment based on high educational standards, genuine care and concern for individuals. We work with all students, whatever their ability, to help them achieve their potential. We aim for students to leave Lavington School as aspirational, confident young people who are ready to take on new challenges and to hold a lifelong love of learning. Our students will have resilience and resourcefulness and the wisdom to treat others with respect and courtesy and this forms the foundations of our ethos

We are proud of our achievements at Lavington but there is always more we can do. By working together, we can shape a positive and successful future for our young people.

Well-being

We ensure our students have the knowledge and confidence to make positive, safe and aspirational decisions about their lives whilst at school and for their futures.

Learning

We ensure that our students are active and independent learners, who strive to achieve their best in every learning situation and will do so throughout their lives.

Skills

We ensure that our student are highly literate and numerate, able to apply their skills and knowledge to new and different situations and to achieve well in school and beyond.

Progress

We ensure that students fulfil their potential and are full prepared and qualified to leave school and embark on their next stage of life.

Our Values

At the heart of this success are the core values that all teaching staff, support staff and the schools community's believes are important:

- Excellent teaching by experienced, specialist teachers
- Individual care through an excellent pastoral system

School Priorities 2020-21

- 1. Every teacher, a good teacher, every department to have outstanding practice.
- 2. Ensuring the curriculum intent is well implemented and has a positive impact on pupil progress.
Evidenced through departmental self-evaluation.
- 3. There is a strong strategy for developing writing skills and the reading strategy is well embedded in curriculum areas and department plans.
- 4. A focus on high quality support for SEND students to maintain improvements in academic progress and pastoral care.
- 5. The recovery curriculum is effectively deployed to support returning students and close GAPS in learning.
- 6. A well developed technology strategy which delivers improvements in teaching and learning, enhanced remote learning and staff development.



Job Description

Job Title:	Assistant Head teacher
Purpose of Job:	To be agreed with successful candidate
Reporting to:	Head of School
Salary Range:	LG 9-13

Line of responsibility:

The Assistant Head teacher will work with and will be directly responsible to the Head teacher. The post holder will be expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision and values.

In addition to the teaching responsibility, the post holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching

Main purpose

The assistant head teacher will support the Head of School in:

- Communicating the school’s vision compellingly and supporting the Head’s strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school’s aims and objectives

The assistant head teacher will also have a timetabled teaching commitment and be expected to model the schools consistent approaches to high quality teaching and learning. They may also be required to undertake any of the duties delegated from the Head.

Duties and responsibilities

School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum

Organisational management and school improvement

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are expected to follow the code of conduct and to adhere to whole school policies

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced DBS check before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”

Note: Lavington School is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.



Person Specification

CRITERIA	ESSENTIAL Examples Specific to Role	DESIRABLE Examples Specific to Role
Technical knowledge and qualifications	QTS Educated to degree level Relevant experience, training or qualifications in leadership (middle or senior), leadership in teaching and learning Knowledge of issues affecting student outcomes (behaviour, academic, social).	Experience of leading or teaching within core areas of the school
Knowledge, experience and achievement	A consistently outstanding teacher who has achieved excellent outcomes by showing a sound understanding of how children learn best Proven success in teaching and managing young people A thorough working knowledge of the National Curriculum in your area of expertise with experience in managing subject development, planning, delivery and assessment. Experience of teaching and leading in core areas of the curriculum	Involvement in the delivery of training programmes / presentations to staff at a whole school level Up to date experience of Ofsted inspection criteria and processes.
Planning and organising work	Able to develop, monitor and evaluate quality of teaching, learning and assessment and its impact on learning Able to develop, monitor and evaluate quality of behaviour for learning.	Able to action plan for the medium and long term within agreed parameters Able to use data to produce reports for senior leaders on the impact of your work.
Planning capacity and resources	Able to lead and motivate staff Able to engage and work with a range of partners, understanding their needs.	
Influencing and interpersonal skills	Ability to communicate effectively to a range of audiences (notably schools, and other professionals) Ability to successfully train, lead and manage staff (both as individuals and as teams) Have a track record of success in engaging those who are reluctant to improve Successful experience of working with pupils who are disadvantaged Clear knowledge of appropriate professional boundaries for school staff.	Successful experience of working with challenging and vulnerable young people and appropriately meeting their needs.
Using initiative to overcome problems	Ability to delegate within appropriate parameters Hold people to account for these delegated responsibilities Ability to contribute fully and effectively to the collective responsibilities of the senior leadership team. Ability to think critically, flexibly and positively in the face of complex issues.	Awareness of Ofsted requirements relating to teaching and learning together with a deep understanding of the needs of pupils who are disadvantaged and those who are more able High level competence and experience of negotiation and conciliation.
Managing Risk	Ability to prioritise effectively and efficiently.	Ability to quality assure risk assessments for activities undertaken by young people Ability to assess risk and plan appropriate responses.
Accountability and Responsibility	Experience of managing and delivering change with a significant group of staff.	
Accountability and Responsibility	Ability to analyse data, make appropriate deductions and carry out actions in response to deduction that will bring about a positive impact Ability to undertake tasks without direct supervision to deliver agreed outcomes Take responsibility for overall performance and development of identified staff.	
Managing People	Successful management of a team in an educational setting Have a clear leadership vision for service delivery and improvement Able to deal with poor performance effectively, with integrity and kindness.	
Personal Qualities	Potential for further leadership development Display integrity and a willingness to keep learning A good role model for staff and students.	Potential to progress to headship

Commitment to safeguarding

Lavington School fully recognises its responsibility to safeguard and promote the welfare of student and young people and is committed to ensuring that its students have the opportunity to thrive within a safe learning and working environment. The school expects all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, governors and volunteers working in the school, has five main elements:

1. ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with students
2. raising awareness of child protection issues and equipping students with the skills needed to keep them safe
3. implementing procedures for identifying and reporting cases, or suspected cases, of abuse
4. supporting students who have been abused in accordance with his/her agreed child protection plan
5. establishing a safe environment in which students can learn and develop

Staff at Lavington School are aware of how they share in the school's responsibility to safeguard and promote the welfare of student and young people. The school's adopted 'Professional Code of Conduct' establishes expectations in relation to conduct towards students and all staff are issued with strict guidelines on what are considered to be safer working practices which must be observed at all times. Were any member of staff to have a concern that the school's code of conduct or expected safer working practices were not being followed and a student or students were as a result at risk, then they would be expected, and supported, to raise the concern under the school's adopted "whistleblowing policy and procedure".

The school also operates within other policies relating to safeguarding, child protection and the welfare of students. The following policies are available upon request:

- safeguarding policy
- whistleblowing policy

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process the school operates within a Safer Recruitment Policy. Members of the school staff and governing body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.



In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people
- ability to form and maintain appropriate relationships and personal boundaries with children and young people
- emotional resilience in working with challenging behaviours
- attitudes to use of authority and maintaining discipline.

