



Tupton Hall School

REDHILL ACADEMY TRUST

Recruitment Information Pack

Assistant Headteacher
Learning & Achievement



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1. Introduction and general information

Thank you for showing an interest in the post of Assistant Headteacher with leadership responsibility for learning & achievement. This is an exciting opportunity for the right candidate to lead and influence further change and improvement at our school.

Tuption Hall School is a large 11-18 comprehensive school with 1575 students on roll. It is ideally placed, benefitting from expansive grounds in the village of Tuption. Being just south of Chesterfield provides easy access to major motorway routes, the cities of Derby, Sheffield and Manchester and the idyllic Peak District and Sherwood Forest. Students and staff benefit from a modern and superbly equipped building.

This is an exciting time to join the school. We are delighted to have just been judged by Ofsted as a 'Good' school in December 2022. We now plan to consolidate this judgement and plan in partnership with the Redhill Academy Trust steps to deliver outstanding provision for our students and staff into the future.

Tuption Hall has a large catchment area, which includes the parishes of Clay Cross, Grassmoor, North Wingfield, Pilsley, Tuption, Wingerworth, Stretton and Ashover. The intake can be described as truly "comprehensive" in both background and ability. The school enjoys a strong reputation in the area with a roll that is rapidly expanding.

The school expects students to work hard, get involved in school life, behave well, and demonstrate a sense of care for others. Students are mainly taught in all ability groups in Year 7 and 8 although there is some setting in English and Mathematics. Wider approaches to ability grouping becomes more common in Years 9 -11. Students who make slower than expected progress are organised in foundation groups to provide intensive and bespoke support.

At pastoral times students are organised vertically, working in 'all years' tutor groups. The school House system is vibrant and promotes inter-house competitions across all areas of the curriculum. A Personal and Social Development Programme is delivered both in lessons and in 'Challenge time' to support the holistic development of every student at the school. There is an excellent variety of enrichment activities on offer for all students, including sporting activities, music, drama, off site visits, foreign tours, as well as many clubs.

Currently the school's academic faculty areas are English, Mathematics, Science, Modern Foreign Languages, Humanities, Expressive Arts, Technology, Physical Education and Social Sciences. Each area has a Faculty Leader who is responsible for the leadership and management of that area.

Students join our very successful Sixth Form from Tuption Hall and other nearby 11-16 schools. We offer an extensive range of traditional and contemporary 'A' Level courses together with leadership development programmes such as the HSLA and CSLA qualifications. Many students progress to university with others accessing higher level apprenticeships or work place opportunities.

Andrew J Knowles
Headteacher



2. Assistant Headteacher Post

Start date: September 2023

Contract: Full time and permanent

Salary: Leadership Scale point 12-16 (September 2022 £58,105 - £64,225)

3. Job Description

General Duties

As Assistant Head teacher for **Learning and Achievement** you will:

- Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school
- Lead by example and be committed to high expectations for all
- Maintain a high profile around school
- Lead on delegated areas of responsibility
- Uphold and embed a culture that enables students and staff to excel
- Improve the outcomes and progress of all students, oversee achievement academically and holistically
- Support with the effective deployment of resources to secure excellent outcomes for all students
- Have a deep and accurate understanding of the school's effectiveness and strategies for improvement
- Oversee teacher development and improvement to ensure highly effective teaching and learning across the school
- Help to create a climate in which teachers are motivated and are encouraged to develop their practice
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work
- Promote inclusion, equality of opportunity and diversity
- Contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs
- Work effectively with all stakeholders and external providers to secure the best outcomes for all
- Contribute and take an active part in SLT meetings and other key meetings as appropriate
- Participate in and support in the organisation and management of whole school events





4. Learning and Achievement - Specific Responsibilities

- Work with all members of the Senior Leadership Team to ensure the effective development and delivery of the school improvement plan.
- Model and share best practice teaching and learning strategies that enable high levels of student engagement and achievement.
- Develop and implement a strategy to support a school wide reading culture in line with Trust principles and expectations.
- Develop strategies to improve student achievement within reading, writing and oracy across the wider curriculum.
- Lead and manage the assessment procedures which track and monitor chronological reading progress (e.g. ARTi, STAR test) in line with Trust protocols and expectations.
- Work with colleagues to ensure effective intervention strategies are in place to support weak readers, including leadership and oversight of the phonics reading programme.
- Work with colleagues to ensure the 'Teaching and Learning Strategy' reflects school wide developmental needs as identified by the Annual Teaching review and other quality assurance methods.
- Work with colleagues to develop and deliver a comprehensive programme of CPD which makes best use of the Teaching and Learning Communities, Lead Practitioners and the Trust wide CPD offer.
- Support the training and development needs of all staff, including ITT / SCITT students, Early Careers Teachers, Early Careers Mentors and teachers working towards an NPQ.
- Work with colleagues to develop and deliver a comprehensive programme of quality assurance, providing regular feedback to SLT and other key stakeholders.



- Provide leadership to Middle Leaders looking specifically at faculty development planning, staff performance and student achievement.
- Track and monitor student achievement across KS4, reporting back to SLT and Middle Leaders on the progress of identified groups e.g. SEND, FSM, HA etc.
- Lead Y11 intervention programmes which target groups for bespoke support improving overall student achievement.
- Support the transition of students from KS3 to KS4 including the Options process and associated IAG.
- Work with colleagues to ensure assessment information used in all Key Stages is used to plan appropriate teaching and learning strategies that enable all students to make good progress and achieve well.
- Ensure that equality of opportunity and recognition of diversity are promoted through teaching and learning.
- Ensure that teachers plan lessons effectively and manage student behaviour effectively.
- Embed the school's marking policy to ensure that all teachers provide students with appropriate feedback to enable all students to make good progress and achieve well.

Management of Staff

- Be responsible for the line management and performance management of specific subject leaders.
- Contribute to the school wide programme of appraisal, making judgements on staff performance and supporting other reviewers and reviewees.
- Participate in the recruitment and development of teaching and support staff of the school.
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

Management of Students

- Be the pastoral SLT link to a designated House Leader and support them in managing pastoral matters of that House.
- Uphold high expectations of behaviour and conduct around the school.
- Support colleagues with students as is necessary; for example, with behavioural issues.
- Be open and accessible to students through fostering positive relationships with all year groups.
- Support school trips and external activities where possible to help build constructive relationships with students.



Record Keeping

- Keep thorough and up to date records for your role as is necessary.
- Meet deadlines as required for documentation.
- Communicate effectively and accurately with stakeholders.

General

- Participate in the performance management / appraisal review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.





5. Person Specification

	Essential	Desirable
Qualifications	Qualified-teacher status NPQ certified at middle or senior leader level or equivalent	Degree Post-graduate study
Experience	Demonstrable evidence of impact of your teaching on student achievement with the classes that you teach Demonstrable sustained evidence of impact on student achievement as a middle leader in school(s) across a faculty Leading and managing staff successfully Evidence of involvement in INSET activities as a provider / facilitator Working within a formal partnership of schools, such as a Trust, LA or Federation where best practice is gathered and shared	Teaching across a number of schools and key stages Experience of working in a senior leadership team Strategic responsibilities in school leadership and management; Leading an aspect of school improvement Membership of the governing body as teacher representative.
Knowledge & Understanding	The role of the leadership group within the school The principles and practice of secondary education at Key Stages 3,4 and 5 Current knowledge and understanding of curriculum intent, implementation and impact The assessment, recording and reporting of students' progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum The school's role in effectively providing for the needs of all pupils, including those with Special Educational Needs The OFSTED Inspection Framework The process and importance of school self-evaluation	The interpretation of school data and how it can be used to inform and influence change
Skills and personal qualities	Show evidence of vision, initiative and leadership in managing change to raise standards Support the work of colleagues and provide staff development, with an understanding of its relationship to performance management Involve staff, parents, governors and other stakeholders in the process of establishing a clear set of shared aims, objectives and values for the school Listen and communicate effectively (both orally and in writing) to a variety of audiences; Work effectively as a member of the leadership team Show strong interpersonal skills, responding appropriately to both adults and children Have a calm approach and positive attitude to behaviour management.	



6. Application Process

We have an interactive and informative website available for you to review the school further. If you would like to visit or discuss the role prior to application please contact the school to make an appointment or arrange a telephone conversation. Please contact s.bedford@tuptonhall.org.uk by email or call 01246 863127.

If you wish to apply for the post, please submit a completed application form and a response of no more than 2 sides of A4 explaining how you meet the requirements of the job description and person specification. In addition, please state why you wish to work at Tupton Hall School.

An application form can be downloaded from our school's website or by contacting Trust HR on HR@redhillacademytrust.org.uk

The closing date for application is Friday 21 April 2023 at midday.

We look forward to hearing from you in the near future.

Andrew J Knowles
Headteacher