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**Assistant Headteacher Position**

**Required for September 2024**

**Information Pack for Candidates**

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**Welcome Message from the Headteacher**

Dear Colleague,

Thank you for your interest in applying for the Assistant Headteacher position at Maghull High School. I hope that the information in this recruitment pack, alongside the school’s website and prospectus will give you an insight into Maghull High School and encourage you to make an application.

It was a real privilege to be appointed as the Headteacher of Maghull High School in January 2024 after 15 years as part of the leadership team and 8 years as Assistant Headteacher. Students, parents and staff are extremely proud of our relentless drive for excellence and instilling a culture of aspiration through high quality teaching and outstanding pastoral care. The person appointed will be joining a team of exceptionally talented and committed staff that are resolutely dedicated to enabling each student to reach their full potential and to become mature and responsible citizens.

The school is oversubscribed, with a pupil admissions number (PAN) of 186, from over 30 partner primary schools. The majority of year 11 students stay with us to continue their studies in our Sixth Form. Over the last five years, at the request of the Local Authority, the school has admitted over PAN.

We continue on a journey of school improvement, with the hard work of the entire school community recognised in January 2022 when the school achieved Ofsted ‘Good Provider’ status and through improvements of student outcomes in summer 2023 results at GCSE/L2 Vocational and A level/L3 Vocational qualifications. This is a great time to join Maghull High School and shape our key priorities to ensure student outcomes continue to improve.

Maghull High School has maintained a reputation as a strong 11-18 school that serves the needs of its community and also broadens experiences and improves life chances. The Sixth Form provides a platform into further education and the vast majority of the students move on to University and higher level apprenticeships. Progress and attainment has an improving trend and the successful candidate will be jointly responsible for developing this further. We have a strong KS3 provision that provides the foundation for a growing choice at KS4 and opportunity for students to excel in greater depth. The vast majority of our students study for accreditation in 9 GCSE subjects.

Due to excellent teaching and learning and extended provision at Maghull High we have recently won the Educate Award for STEM and we also hold the STEM clubs Silver award. Arts are a key feature of the school and we are an Artsmark school. We are a Licensed Organisation for the Duke of Edinburgh’s Award, with a large number of our students successfully achieving Bronze and Silver Awards during their time with us. We are also hoping to have Sixth Form students completing the Gold award in the near future. We received the Gold School Games Mark Award in 2023 and we hold The Quality in Careers Standard Award and the Well Being Award for Schools which emphasises the schools commitment to staff and student mental health.

Our vision for teaching and learning is that all students develop essential knowledge and skills to be successful by providing as broad an educational experience as possible, both in and out of school. All staff share a collective responsibility for student achievement. We want all students to become responsible, resilient, respectful, tolerant and active citizens who contribute positively to society, appreciate diversity and uphold British values.

The well-being of our students and staff is of paramount importance to Maghull High School. Teachers and support staff are supported through careful attention to balancing workload and by offering tailored and personalised continuous professional development. Only the best is good enough for our students.

You may wish to visit us before deciding whether or not to apply, and are very welcome to do so. Please contact Nicola Bowen via email: [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com) or telephone 0151 527 3961 to arrange.

We welcome applications from candidates who share our ethos and look forward with interest to receiving your application.

Kindest regards,

Headteacher

**The Application Process - Application Details**

**POST:** **ASSISTANT HEADTEACHER**

**SALARY:**  L12 – L16

**LOCATION:** Maghull High School

**START DATE:** 1 September 2024

**CONTRACT TYPE/TERM:** Full Time/Permanent

The new Assistant Headteacher will be appointed at the lowest point on the advertised range. If the successful candidate is eligible to be appointed at a point other than the minimum of the advertised range, the Local Governing Body will review and offer a salary within the ISR range based on current salary and/or previous experience.

In addition to the application form, applicants are to provide a supporting statement (that is no longer than 2 sides of A4 in length in font size 11) that:

* Outlines your vision for a successful school in the next 3-5 years
* Outlines the strengths you would bring to Maghull High School and the Trust
* Clearly outlines how your experience to date has prepared you for the advertised post, making reference to the person specification

**Closing date for Applications:** Wednesday 17th April 12 noon

**Shortlisting:** Wednesday 17th and Thursday 18th April

**Shortlisted candidates informed:** by 4pm on Thursday 18th April

**Meetings and selection exercises for shortlisted candidates:** Wednesday 24th April

**Formal interview:** Thursday 25th April

It is Trust policy to take up references for shortlisted applicants from their present employment. Please supply email addresses for all referees on your application form.

All shortlisted candidates will be required to produce original certificates for all educational qualifications stated in the application form and identification documentation on the first day of interview.

All appropriate safeguarding and attendance work checks will be requested from the successful candidate.

**ENHANCED DISCLOSURE**

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

A copy of our child protection and safeguarding policy can be found on our website https://www.maghullhigh.com/safeguarding/

**ENHANCED DISCLOSURE:** The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).

**Job Description**

**Job Title:** Assistant Headteacher

**Grade:**  L12 – L16

**Contract Type/Term:** Full Time/Permanent

**Responsible to:** Headteacher

**Main purpose: The role will be determined by the skills and competencies of the successful candidate**

To work as a member of the senior leadership team to raise standards, improve student outcomes and increase aspiration of our school community.

The Assistant Headteacher, under the direction of the Headteacher, will take a strategic role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring and evaluating progress towards the achievement of the school’s aims and objectives
* Managing students and supporting them

They may also be required to undertake any of the duties delegated from the Headteacher.

**Leadership**

Under the direction of the Headteacher or Deputy Headteacher:

* Support the Headteacher and Deputy Headteacher in the day-to-day leadership and management of the school
* Communicate the school’s vision compellingly and support the Headteacher’s strategic leadership
* Lead by example, focusing on providing excellent education for all students
* Lead on particular whole-school strategies and policy areas
* Build positive relationships with members of the school community
* Keep up to date with research and developments in education
* Seek training and continuing professional development to meet own needs

**Key strategic area of responsibility**

* Wider strategic responsibilities will be determined subject to the strengths of the candidate.

**Managing staff**

Under the direction of the Headteacher or Deputy Headteacher:

* Assist with the selection and recruitment of new teaching staff
* Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance
* Create an ethos were staff are fully supported to develop their skills and knowledge
* Commit to their own professional development, proactively identifying development opportunities

**Modelling best practice for teachers**

* Demonstrate excellent performance against parts one and two of the teacher’s standards: teaching and personal and professional conduct
* Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

**Systems and processes**

Under the direction of the Headteacher or Deputy Headteacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the governing board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

**Other responsibilities**

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Person Specification and Selection Criteria**

**A** = application form and supporting statement, **S** = selection exercises, **I** = interviews, **R** = references

|  |  |  |
| --- | --- | --- |
| ***Qualifications, Knowledge, Experience and Skills*** | | |
|  | **Essential/**  **Desirable** | **Evidence** |
| Qualified teacher status | E | A |
| Degree relevant to teaching subject | E | A |
| Evidence of recent and relevant continuous professional development | E | A, S, I |
| Evidence of leadership training | E | A, S, I,R |
| Evidence of successful middle leadership experience in a secondary school | E | A, I, R |
| Experience of successfully managing a whole school project or initiative | D | A, I, R |
| Experience of senior leadership working | D | A, I, R |
| ***Teaching and Learning*** |  |  |
| Experience of teaching in an 11-18 school | D | A |
| Excellent classroom practitioner | E | A, S, I,R R |
| Evidence of improving student outcomes both on an individual and department/whole school basis | E | A, I, R |
| Knowledge and understanding of all Key Stages in an 11-18 school | E | A,S, I |
| Evidence of planning appropriate interventions and measuring impact on student outcomes to ensure students maintain good progress | E | A,S,I,R |
| Ability to lead and develop initiatives to secure high standards of education | E | A, S, I, R |
| ***Leadership and Management*** |  |  |
| Experience of effective and successful leadership of a school team | E | A,S,I,R |
| Understanding of relevant research and current educational developments | E | A,S,I,R |
| Experience of leading rigorous and robust quality assurance and performance management | E | A,S,I,R |
| Evidence of impact of leading successful whole school strategic initiatives | D | A,S,I,R |
| Experience of working with other schools and institutions to improve learning outcomes | D | A,S,I,R |
| Experience of contributing to successful staff development  (e.g. coaching, mentoring, INSET for staff) | E | A,S,I,R |
| Evidence of ability to challenge mediocrity and underperformance appropriately | E | A,S,I,R |
| Excellent time management and organisational skills | E | A,S,I,R |
| Reflective practitioner, high level of self-awareness | E | A,S,I,R |
| ***Strengthening the Community*** |  |  |
| Building relationships with stakeholders, outside agencies and other schools | E | A,S,I,R |
| Promoting the school in the wider community through a variety of activities | E | A,S,I,R |
| Working with parents/carers to improve student aspiration and achievement | E | A,S,I,R |
| ***Safeguarding*** |  |  |
| Is aware and able to manage effective safeguarding policies and procedures | E | A,S,I,R |
| Ability to deal with sensitive issues in a supportive and effective manner | E | A,S,I,R |
| Knowledge of safe working practices with children | E | A,S,I,R |
| Understanding of and commitment to promoting and safeguarding the welfare of students | E | A,S,I,R |
| ***Other Skills, Personal Qualities & Attributes*** |  |  |
| Honesty, integrity, commitment, resilience, reliance, enthusiastic and optimistic | E | A,S,I,R |
| High standard of literacy, numeracy, oral and ICT skills | E | A,S,I,R |
| Experience of using Arbor, FFT, 4Matrix and other software packages effectively | D | A,S,I, RR |
| Excellent role model for staff and pupils: good attendance, punctuality | E | A,S,I,R |

**Application and Interview Process**

Candidates are asked to email completed application forms to [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com)

The application form should be downloaded and submitted electronically by 12 noon on Wednesday 17th April 2024.

Interviews will take place on 24th and 25th April 2024.

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust’s Recruitment and Selection Policy for Employees and Volunteers.***

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.