



# Assistant Headteacher

Progress, Assessment, Reporting and Recording

APPLICATION PACK

**Neston High School**  
**Raby Park Road**  
**Neston**  
**Cheshire**  
**CH64 9NH**

Headteacher: Ms K Cunningham

[www.nestonhigh.com](http://www.nestonhigh.com)



## Message from the Headteacher

Welcome to Neston High School, a high-achieving mixed 11–18 school set in the beautiful surroundings of Cheshire. Our school is extremely popular, known for its academic excellence, exceptional pastoral care, and a positive environment where young people thrive. Families choose Neston High with confidence, knowing their children will be part of a strong, caring, and respectful community that prioritises high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach helps each person develop the knowledge, skills, and understanding needed to become responsible, considerate, and well-rounded individuals prepared for our ever-changing society. A commitment to learning beyond the classroom is central to our school's culture. Our achievements in STEM education have been recognised nationally, with the Educate Outstanding Commitment to STEM award granted in 2022, 2023, and 2024. This recognition is just one of many, including the Gold Award for Learning Outside the Classroom. We have high participation in programmes such as The Duke of Edinburgh Award and bar mock trials, and our students regularly excel in national competitions, such as the UKMT Senior Maths Challenge. Our sports provision is second to none.

At Neston High, we work in partnership to ensure the best outcomes for each of our students. Our aims are simple: we strive for excellence, supporting every student in reaching their full academic potential. Exceptional teaching is crucial to our students' success, and our dedicated team of specialist staff is talented, enthusiastic, and deeply committed to providing the very best. Staff development here is widely regarded as "leading edge." We foster strong partnerships with universities and other higher education institutions and actively support staff in pursuing professional qualifications. Whether you are a teacher, student, or member of our support staff, Neston High is a great place to learn and work.

We place a high emphasis on respect and positive behaviour, making our school a happy and welcoming place to learn. Our students engage fully in all the opportunities the school offers, attend well, and show a keen desire to learn. Young people enjoy being part of Neston High, and we love teaching them. This is a wonderful community school, yet we are always looking to improve. We are not complacent and continue to strive for growth.

We look forward to meeting you, introducing you to our students, and welcoming you to our school.

Ms Kirsty Cunningham  
Headteacher



Status	Single Academy Trust since 2012
Last Ofsted	February 2022
Forms of Entry	10 x 30 per year group Y7 – 11
Type of School	Mixed Comprehensive
Age Range	11 - 18
Number of Students on Roll	1732 – Male 54.2% / Female 45.7%
Number of Students in Sixth Form	236
% of SEND Students	16%
Looked After Children	1.1%
% of FSM	15.9%
% of Pupil Premium Students	17.4%
School Website	<a href="http://www.nestonhigh.com">www.nestonhigh.com</a>
Staffing	104.79 FTE Teacher 71 Support Staff – Class-based, Administrative, Technicians, Site Staff etc. 35 Ancillary Staff (in-house) – Cleaning & Catering



## Our Vision

Our vision is to create a vibrant, inclusive community where everyone feels valued and empowered. We celebrate and reward kindness, fostering an environment that is respectful, safe and driven by intellectual curiosity and high aspirations, providing a broad range of opportunities for students to be the best versions of themselves.



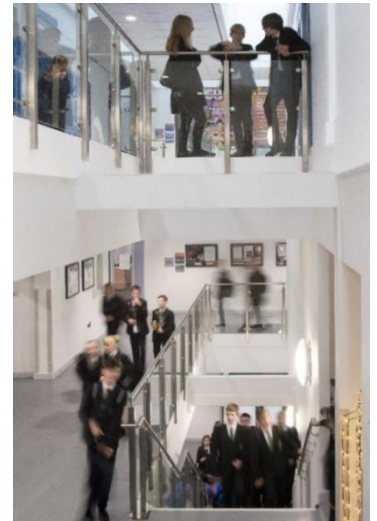
## Our Mission

Our mission is to empower students to learn the skills, knowledge and resilience they need to achieve their academic and personal potential. We aspire to be the heart of learning in our community where students access tailored support to achieve the highest outcomes, equipping them to be productive and compassionate global citizens of the future.

## Our Values

Our overarching values are **Aspiration, Community & Kindness**

- We value achievement and intellectual curiosity along with lifelong learning
- We value community and belonging
- We value kindness in all its forms
- We value hard work and high aspiration
- We value resilience and enthusiasm
- We value manners and respect for others
- We value fairness, trust and honesty
- We value self-belief and personal confidence
- We value diversity and embrace difference
- We value the environment
- We value strong relationships





# Assistant Headteacher with responsibilities for Progress, Assessment, Reporting and Recording

**Start Date:** As soon as possible

**Paygrade:** Leadership L12-16

We are looking to appoint an inspirational colleague, to join our Senior Leadership Team. You will build on best practice in order to raise standards even further. Colleagues will be required to lead from the front, be dynamic, creative and affective at all levels.

**School Visits:** We encourage a visit to school prior to application. Please email Helen Leadbetter, PA to the Headteacher, at [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com) to book a place on one of the following dates:

Tuesday 3 December 2024 at 9.00am or 4.30pm **OR** Thursday 5 December 2024 at 2.15pm

**Closing Date:**

Monday 9 December 2024 at 9.00am

**Proposed Interview Date:**

Tuesday 17 and Wednesday 18 December 2024

Applications and supporting letters should be returned FAO Ms K Cunningham via Mrs Leadbetter, PA to the Headteacher, at [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com). In your supporting letter please demonstrate how your experience to date meets the criteria and enhances the vision. Please ensure your letter is no longer than two A4 sides, size 12 font.

*Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy is available on the school website [Policies & Procedures - Neston High School](#)*



Criteria	Essential	Desirable	Evidenced From
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A degree</li><li>• A teaching qualification</li></ul>	<ul style="list-style-type: none"><li>• A higher qualification in education and/or management</li></ul>	<ul style="list-style-type: none"><li>• Application form</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Substantial and significant experience within an existing leadership team</li><li>• A track record of excellence in teaching</li></ul>	<ul style="list-style-type: none"><li>• Experience in an 11-19 school</li><li>• A record of planning and delivering whole school improvement</li></ul>	<ul style="list-style-type: none"><li>• Application form</li></ul>
<b>Abilities and Skills</b>	<ul style="list-style-type: none"><li>• Proven ability to drive a vision to a desired outcome</li><li>• To lever change leading to impact on learning outcomes for students</li><li>• To lead and motivate teams</li><li>• To provide appropriate support and challenge to colleagues</li><li>• To take and act upon initiative</li><li>• To have a strong presence and maintain a high profile</li><li>• To safeguard and promote child safety and welfare</li><li>• To work with a variety of partners</li><li>• To prioritise and complete tasks</li><li>• Effective communication and listening</li><li>• A creative approach to problem solving</li><li>• Strong interpersonal skills</li></ul>	<ul style="list-style-type: none"><li>• Strong understanding of how this role fits into the wider curriculum team</li><li>• Strong standard of written English</li><li>• Experience of leading a large curriculum area</li><li>• Can demonstrate excellent impact on student progress</li></ul>	<ul style="list-style-type: none"><li>• Letter of application</li><li>• Selection process</li><li>• References</li></ul>



	<ul style="list-style-type: none"> <li>• Efficient resource management inc. MIS systems and data analysis packages</li> <li>• Excellent IT skills</li> <li>• Confident and effective presentation skills</li> <li>• Sense of perspective</li> </ul>		
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Clear commitment to achieving the best for all members of the school community</li> <li>• Belief in inclusion, achievement and aspiration</li> <li>• Strong sense of community</li> <li>• Strong sense of justice and mutual respect</li> <li>• A dynamic approach</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Current best practice research/educational thinking and initiatives</li> <li>• Effective curriculum innovation strategies</li> <li>• Strategies to raise standards of attainment and progress</li> <li>• Personalisation of learning</li> <li>• School performance data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Alternative Provision</li> <li>• Experience of co-ordinating options process</li> <li>• Knowledge of a wide range of systems e.g., SMID, SISRA, Go4Schools</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>



**RESPONSIBLE TO:** Headteacher/Deputy Headteacher - Curriculum

## **OVERALL RESPONSIBILITY**

- To carry out the general and specific professional duties as set out in the current 'School Teachers' Pay and Conditions Documents'
- To be a member of the Senior Leadership Team (SLT), taking part in the decision-making process of the School

## **DUTIES**

### **General**

1. Implement strategies for the efficient running of the School within the policies adopted by the Trustees.
2. Help create a commitment to a clear vision for an effective school.
3. Initiate and manage change and improvement to develop the School and the staff.
4. Use Leadership and Management (LM) time effectively for these purposes.
5. A reasonable proportion of timetabled time will be designated as LM time and it will be allocated in blocks of no less than 30 minutes.
6. On a day-to-day basis, manage and lead staff.
7. Deploy staff effectively in order to enable staff to achieve a good Work/Life balance.
8. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to 'Keeping Children Safe in Education' and 'Working together to Safeguard Children' as well as the Prevent Duty.

### **Specific**

1. Identify challenges and expectations of leadership in designated areas of responsibility and take the lead in new developments to enable the school to meet changing needs.
2. Lead the development, and implementation of aims, objectives and policies for the school.
3. Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility.
4. Share the vision, ensuring senior and middle management recognise and understand their participation in the learning process and provide training and support to manage the change.
5. Provide clear direction and establish a systematic monitoring and evaluation programme to evaluate the change process.
6. Identify teaching and learning priorities on teaching practices and lesson planning in the light of national change and initiatives to meet the needs for school improvement.
7. Update, and present to the Trustees, any policies in designated areas of responsibility.
8. Be a line manager for designated departments and assist middle leaders to develop their role as lead learner in the department ensuring there are systems, resources and time available to support them in their role.





9. Co-ordinate Child Protection, implementing policies and procedures following LEA guidelines.
10. Input into Teacher Training and leading appropriate INSET.
11. Take school assemblies.
12. Chair staff meetings / working parties as required.
13. Monitor teaching and learning in designated departments and meet regularly with middle managers to discuss / review / evaluate progress made in implementing change and professional development of departmental staff.
14. Contribute to the annual revision of the School Self-Evaluation Form (SEF), ensuring areas of responsibility have accurate data and information.

### **Assessment, Recording and Reporting, Data**

1. To support a consistent and continuous school wide focus on student achievement, using data and benchmarks to monitor and track progress and embedding a cycle of assessment, analysis, intervention and review; with a particular focus on closing the gap for disadvantaged students.
2. Quality assurance of assessments KS3 – KS5 in all curriculum areas.
3. To keep abreast of and interpret relevant national, local and school data, research and inspection evidence to inform policies, expectations and targets
4. To ensure that challenging targets are set for subjects, individuals and key groups of students
5. To oversee assessment within the curriculum including baseline and evidencing progress for key groups of students and individuals
6. To provide timely data analysis to drive school improvement and ensure high standards for all. To identify effective strategies for raising the attainment of key groups of students and work with curriculum leaders and the Heads of Year to implement and evaluate relevant intervention strategies.
7. To lead on the schools' assessment processes and systems including internal and external examinations.
8. To ensure that parents/carers and students are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement
9. Develop and implement tracking systems, monitoring and evaluating their effectiveness and impact in raising attainment.
10. Lead on all aspects of assessment and report writing throughout the school

### **Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.



### **Continuing Professional Development – Personal**

1. In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy & changes in the School Curriculum.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training & development available.
3. Maintain a professional learning portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating & improving own practice.
4. Effectively manage own time when dealing with the wide range of day-to-day & long term demands of the post.

### **Continuing Professional Development – Staff**

1. Identify pedagogical skills and knowledge required by staff to meet demands of new initiatives and for school improvement.
2. Audit staff existing knowledge on initiatives and practice; identify outcomes when changes in place, and whole school success criteria recognising changes.
3. Provide a range of professional experiences, supported routes to learning and examples of success criteria to enable staff to identify personal achievement.
4. Take a leading role in the provision of high-quality professional development and INSET that allows staff to support each other with their learning and opportunities and time to engage in reflective practice.
5. Establish coaching & mentoring systems to provide vehicles for professional dialogue and peer support.
6. Prepare evaluation procedures that measure enhanced pupil learning outcomes using data monitoring achievement levels, 'pupil voice' surveys and use of parental feedback on curriculum/homework/pupil comments, etc.
7. Line manage staff for named subject areas - deploying staff effectively, in order to enable staff to achieve a good Work/Life balance. N.B. Named subject areas are identified in the SLT roles and responsibilities document and are reviewed annually.
8. Enhance the Performance Management programme, by making use of, where appropriate, other sources of expertise, e.g. outside training agencies, etc.
9. Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, trainees and ECTS are appropriately monitored, supported and assessed in relation to QTS and Induction Standards and those of the School, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
10. Maintain a professional learning portfolio of evidence and learning log to support the Performance Management process.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. This is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning across the School and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.