



Newquay Tretherras

Assistant Headteacher: Inclusion

Learning and Progress for disadvantaged students

Job Description & Person Specification

www.celtrust.org



Job Description

Purpose of the Post: To have a whole school responsibility for aspects of Inclusion, focusing on raising levels of aspiration and challenge to improve outcomes, particularly for our disadvantaged students.

Working with the Deputy Headteacher with responsibility for Attendance and Safeguarding, to forensically interrogate data to inform rapid and targeted interventions so that all students can progress.

To lead the on-site and virtual provision in our Learning Centre, coordinate the work of our Curriculum Access Coordinators and engage students through alternative curriculum pathways.

Reporting to: Executive Headteacher
Deputy Headteacher: Attendance and Safeguarding

Responsible for: Learning and Progress, particularly for disadvantaged students

Location: Based at Newquay Tretherras, but there may be a requirement to travel to undertake work at other academies within Cornwall Education Learning Trust

Salary Grade: L10-14

Assistant Headteacher Principal Responsibilities:

- ❖ To implement rapid and precise interventions which lead to improved outcomes for all students, with a particular focus on our disadvantaged students
- ❖ To ensure that curriculum and teaching expectations for disadvantaged students are embedded across the school
- ❖ To ensure students' data is reviewed and actioned routinely across all Key Stages, knowing and acting upon the learning barriers for our disadvantaged learners
- ❖ To ensure disadvantaged students are on the right pathways with effective transition
- ❖ To work with colleagues across the Trust, by taking a lead on aspects of CELT's 'Closing the Gap Strategy' and engaging with the virtual provision in the CELT Hub on behalf of NT
- ❖ To offer CPD for staff in evidence-based strategies for raising the performance of disadvantaged students

Who we are looking for:

The successful candidate will play an important role in driving our whole school disadvantaged strategy and will be committed to improving outcomes and life chances for our young people:

- ❖ A talented and skilled practitioner and leader, with a proven track record of making impact
- ❖ A positive commitment to promoting a culture of challenge and aspiration for disadvantaged learners across the curriculum
- ❖ A clear understanding of using data to track and monitor individual student progress to inform appropriate and effective interventions
- ❖ The ability to implement key aspects of our whole school strategy to influence and facilitate individual confidence and ensure high quality curriculum access for all disadvantaged students
- ❖ The ability to work with a variety of professionals across the sector to design appropriate curriculum pathways for individuals and to track and monitor engagement
- ❖ A strong academic approach and an uncompromising, relentless commitment to ensuring high standards for all
- ❖ We are looking for someone who can form positive relationships with students and their families to create a sense of belonging, improving student attendance, engagement and self-esteem.

Leadership:

Under the direction of the Headteacher or Deputy Headteachers:

- ❖ 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
- ❖ Support the Leadership Team in the day-to-day operational management of the school
- ❖ 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

Other areas of responsibility

Managing staff

Under the direction of the Headteacher or Deputy Headteachers:

- ❖ Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance
- ❖ Create an ethos within their direct areas so staff are motivated and feel supported to develop their skills and knowledge

Systems and processes

Under the direction of the Headteacher or Deputy Headteachers:

- ❖ 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
- ❖ Support the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- ❖ Work with the local governing body as appropriate
- ❖ Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- ❖ Support the distribution of leadership throughout the school

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.

- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT:

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Newquay Tretherras

March 2023

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • Further academic qualification • Professional development in preparation for a leadership role 	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> • Teaching experience • Leadership and management experience in a subject or pastoral area • A clear understanding of using data to track and monitor individual student progress to inform appropriate and effective interventions • Experience of contributing to staff development • Ability to lead others and build effective working relationships • Ability to work under pressure and prioritise effectively 	<ul style="list-style-type: none"> • A level teaching • Involvement in school self-evaluation and development planning • Line management experience 	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Have a proven track record as a successful classroom practitioner, securing high outcomes for students • Effective communication, presentation and interpersonal skills • Ability to communicate a vision and inspire others • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people • Demonstrate an awareness, understanding and commitment to equality and inclusion 		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> • A positive commitment to promoting a culture of challenge and aspiration for disadvantaged learners across the curriculum • A strong academic approach and an uncompromising, relentless commitment to ensuring high standards for all • Commitment to maintaining confidentiality at all times 		Application Form / Interview

	<ul style="list-style-type: none"> • Commitment to safeguarding and equality • Unrelenting optimism and loyalty to the school, its staff and students. <p>A commitment to promoting the ethos and values of CELT:</p> <ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		
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