ASSISTANT HEADTEACHER

APPLICATION PACK

2022

Anthony Gell School

Care Aspire Achieve

enquiries@anthonygell.co.uk
01629 825577

Anthony Gell School

Letter of Introduction

Malcolm Kelly
Headteacher

Thank you for your interest in the position of Assistant Headteacher at Anthony Gell School. We are looking to appoint an enthusiastic, ambitious and talented senior leader who believes in and consistently demonstrates our core values, will promote exemplary standards in pastoral care and academic excellence, and contribute to the overall development of our school. I hope the information contained within this pack will help you to discover more about what makes Anthony Gell a special place to work and learn, and enable you to understand the post being advertised.

Anthony Gell students consistently achieve examination results which places our school as one of the highest performing schools in Derbyshire, but life at AGS is much more than academic provision. We work hard to create an environment in which every young person is provided with a range of opportunities whilst being cared for and supported. We are proud to have a truly comprehensive intake, and our fully inclusive approach guides all that we do.

Our students demonstrate a pride in their school and work hard to help us achieve our shared aims. We invest time in getting to know every young person and try to adapt our approach to meet their needs. We care about what we do, we encourage everyone to be aspirational and we recognise and celebrate each other's achievements.

The breadth of our curriculum and diversity of enrichment opportunities helps all students to develop their wide range of skills and attributes. We believe it important to give everyone the chance to develop the skills and knowledge necessary to become self-motivated, independent and confident learners; with the social awareness to make a difference and to care about ourselves, others and the environment.

Our school has grown significantly in recent years, but remains a smaller than average secondary school at the heart of the community we serve. Our student roll is currently 836, with year groups in Year 7-11 of approximately 140. Our Sixth Form has also grown in size in recent years, with increasing student numbers alongside an evolving curriculum.

Should you require any further information, please do not hesitate to contact me or my PA, Heather Harper, via her email address hharper@anthonygell.co.uk . Thank you for showing an interest in this role and becoming part of an excellent team of staff at AGS. If you think this sounds like a school you would love to work in, I look forward to receiving your application.

Yours faithfully

Malcolm Kelly
Headteacher

Anthony Gell School

Advertisement

Assistant Headteacher

September 2022 Start

Assistant Headteacher (L11-15)

We are seeking to appoint an Assistant Headteacher in charge of pastoral care from September 2022.

We require an enthusiatic and passionate person with a proven track record of success at either senior or middle leadership level, who is inspirational and dynamic, with the vision and commitment to enhance our well-established leadership team. You will have specific responsibility for the pastoral care, safeguarding and wellbeing of our students and provide inspirational leadership for a team of dedicated staff.

Key attributes include:

- Leadership experience, vision and compassion.
- An inclusive approach to education and care.
- A desire to help young people.
- The ability to motivate and inspire.
- The ability to work with a wide variety of people and instill confidence both as a leader and as a valued member of any team.
- The skill to innovate and embrace change.
- A reflective practitioner with outstanding organisational skills.
- The ability to set and maintain high standards.

Anthony Gell School is a very successful, fully inclusive, over-subscribed, 11-18 Comprehensive school situated in the Derbyshire Dales within the market town of Wirksworth. Our school is within easy reach of the major centres of Derby and Chesterfield, as well as the beautiful Peak District National Park.

As one of the best performing schools in Derbyshire, Anthony Gell School is able to provide opportunities for academic excellence in a caring and supportive environment; this forms the essence of the identity of the school.

Visitors are warmly welcomed to experience first-hand the unique ethos of the school. If you would like to arrange a visit, please do not hesitate to contact Heather Harper, PA to the Headteacher, via her email address hharper@anthonygell.co.uk. More information about our school can be found by visiting www.anthonygell.co.uk

How to Apply: Via Derbyshire County Council website

Closing Date: Wednesday 9 February 2022

Interviews: Week commencing Monday 14 February 2022

Anthony Gell School is committed to the safety and welfare of all its students. The person appointed must share this commitment and will be subject to a DBS check, qualifications check and identity check as well as satisfactory references.

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Key Elements of the Role

Assistant Headteacher – Pastoral Care

September 2022 Start

This is an exciting opportunity for an exceptional leader to join our aspirational school. We are looking to appoint an enthusiastic, committed and driven leader to join our successful and forward-looking team.

We are looking for someone with high expectations of what all children can achieve, regardless of barriers; someone who believes, as we do, that all children are entitled to access the full richness of a broad and academic curriculum, and will thrive if given appropriate support to access and succeed in that curriculum.

We wish to appoint an Assistant Headteacher to lead our outstanding Pastoral System with drive, energy and enthusiasm, who is keen to join a successful and supportive team. As the Assistant Headteacher – Pastoral Care, you will provide leadership for and be supported by: a team of tutors, a lead teacher in behaviour for learning, five Pastoral Managers and two Family of Schools workers who help manage our Early Help provision.

The role is a critical component of our pastoral care; a provision which has been judged as outstanding by Ofsted and continues to be fundamental to our ethos and values. The post holder is also one of our designated safeguarding leads.

A well-established informal federation between AGS and our local primary schools enhances our pastoral support for the young people within our community. The post holder plays a significant part in maintaining this excellent and highly valued partnership.

As the Assistant Headteacher – Pastoral Care, the successful candidate will work closely with a range of external agencies and partner schools; helping to facilitate a coordinated approach to support families and safeguard staff and students.

The successful candidate will be:

- A well-qualified, highly motivated middle or senior leader with experience of effecting change and one who aligns with our school values and strong ethos.
- An innovative and excellent classroom practitioner with a proven track record of success, able to engage and inspire students in Key Stage 3 to Key Stage 5.
- Committed to inspiring excellence across the school with the aim of securing outstanding outcomes and progress for all groups of students.
- Committed to the development and leadership of programmes that widen the school experience for all students.
- Able to achieve high levels of investment by all students, staff and families.
- Dynamic and enthusiastic, with excellent interpersonal skills that enable positive relationships with stakeholders and the wider community.
- A strong leader, able to inspire, challenge, motivate and empower individuals and teams.
- Outward looking with a collaborative approach to school development.

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We can offer you:

- An excellent place in which to work and the support of a committed and experienced team.
- A school which is truly inclusive in beliefs and practice.
- A school which values pastoral care and has invested accordingly.
- An opportunity to develop your leadership skills with an eye towards further career progression.
- A well-resourced, hard-working team of specialist staff.
- Excellent care and support for all staff.
- A comprehensive induction programme and on-going opportunities for professional development.
- A positive and stimulating learning environment which values the contribution of all staff.
- Opportunities to work with others and beyond the gates of the school.
- Enthusiastic, capable and caring students.

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Job Description

Assistant Headteacher

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	ASSISTANT HEADTEACHER
Reporting to	HEADTEACHER
Job Purpose	a. Under the direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. b. To raise standards of student attainment and achievement and to lead on, monitor and support student progress. c. To be accountable for student progress and the achievement of whole school targets. d. To develop and enhance the teaching practice of others. e. To assist in the creation of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies. f. To be accountable for leading, managing and developing staff. g. To lead and develop specific areas of whole school responsibility. h. To contribute to decision-making and policy developments across the school. i. To contribute to the development of the school by being aware of the current and future developments particularly in areas of specific responsibility. j. To assist in the strategic leadership of the school.
Key responsibilities	TEACHING To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. OPERATIONAL/ STRATEGIC PLANNING a. To lead the development of specified whole-school policies. b. To lead and assist others to ensure practice is in-line with school policies. c. To actively monitor practice. d. To analyse progress towards specific goals and advise the Headteacher as appropriate. e. To monitor impact and advise on changes to practice if required. f. To implement school policies and procedures. g. To work with colleagues to formulate aims, objectives and strategic plans for the school which have coherence and relevance to the needs of students and to the aims, of the

	school. h. To link with other post holders to ensure that our work fully reflects the school's distinctive ethos and mission. i. To ensure that policies and practices are in-line with national requirements and are updated where necessary. j. To assist in the development/writing of strategic plans. k. To provide a point of contact for staff, students and parents and act as link to and from the core leadership team. CURRICULUM PROVISION a. To liaise with others on the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Self Evaluation Form. b. To be accountable for the development and delivery of specified curriculum areas. CURRICULUM DEVELOPMENT a. To assist in whole school curriculum development. b. To keep up to date with national developments, to actively monitor and respond to curriculum development and initiatives at national, regional and local levels. c. To be responsible for the development of specific Key Skills across the school. ADDITIONAL RESPONSIBILITIES a. To lead and manage the development and implementation of whole school/cross-curricular initiative(s) as directed by the Headteacher. b. To attend meetings of the Core Leadership Team as directed by the Headteacher. c. To support school events and help ensure the smooth operation of the school/school systems. d. To undertake lunchtime supervision and other supervisory duties, such as detentions and assemblies. e. To participate in whole-school marketing events and information evenings, as appropriate. f. To communicate with governors, parents and outside agencies on whole-school issues, as appropriate to the specific post held. g. To demonstrate a high profile around the school and help maintain a calm and purposeful learning environment. STAFFING a. To ensure that staff development needs are identified and work with other colleagues on the Leadership Team to ensure that appropriate programmes are designed to meet such needs. b. To continue own professional development as agreed with the Headteacher. c. To be assist in the efficient and effective deployment of the school's teaching staff and technicians/support staff when appropriate. d. To undertake Performance Management Review(s) as part of the school's Appraisal system

	and to act as reviewer for colleague(s). e. To participate in the interview process for posts when required and to ensure effective induction of new staff in line with school procedures. f. To promote teamwork and to motivate staff to ensure effective working relations. g. To participate in the school's ITT programme. h. To be responsible for the day-to-day management of staff and act as a positive role model upholding all school expectations. QUALITY ASSURANCE a. To ensure the effective operation of quality assurance systems. b. To support the process of the setting of targets and to work towards their achievement. c. To help establish common standards of practice across the school and develop the effectiveness of teaching and learning styles in all subject areas. d. To contribute to the school procedures for monitoring the quality of teaching and learning. e. To implement school quality procedures and to ensure adherence to those. f. To assist in the monitoring and evaluation of curriculum areas in line with agreed school procedures including evaluation against quality standards and performance criteria. g. To seek/implement modification and improvement where required. h. To assist in the production, monitoring and implementation of the school's Self-Evaluation Form and Development Plan. MANAGEMENT INFORMATION a. To ensure the maintenance of accurate and up-to-date information on the management information system. b. To make effective use of available data which will include analysing and evaluating performance data provided. c. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. d. To produce reports on the areas of specific responsibility. e. To provide the HT and Governing Body with relevant information relating to the school performance and development. COMMUNICATIONS & LIAISON a. To help ensure that all members of staff are familiar with our agreed aims and objectives. b. To ensure effective communication/consultation as appropriate with others (including parents/carers of students, colleagues, governors). c. To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. d. To represent the school's views and interests. e. To contribute to the development of effective links with partner schools and the community, promoting the school effectively at liaison events in school, partner schools and the wider community. f. To promote actively the development of effective subject links with external agencies.

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MANAGEMENT OF RESOURCES

a. To manage the available resources, including deploying the budget allocated to you linked to your specific areas of responsibility and keeping appropriate records.

PASTORAL SUPPORT

a. To monitor and support the overall progress and development of students across the school.
b. To help staff to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
c. To contribute to PSHCE, citizenship and enterprise according to school policy as required.
d. To ensure the Behaviour Management system is implemented effectively across the school so that effective learning can take place.

SCHOOL ETHOS

a. To play a full part in the life of the school community including enrichment activities, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
b. Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

SIGNATURES

a. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

b. The remuneration for this role is Leadership Pay Scale L11-15

Signed:_____ Print Name:_____

Date: _____

Signed: _____ (Headteacher) Date:_____

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All employees have the responsibility to:

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's Performance Management (Appraisal) process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school at events as appropriate
- To support and promote the school ethos
- Ensure any documentation produced is to a high standard and is in line with the brand style
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher

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Person Specification

Assistant Headteacher

		Assessed by (if appropriate)
Education and Qualifications	Essential • Qualified teacher status • Recent participation in a range of relevant in-service training Desirable • A nationally recognised leadership qualification	A, I, T, R
Experience	Essential • Leadership and management • A minimum of 4 years' teaching experience in a secondary school setting • A minimum of 3 years' management experience in a secondary school setting • A very good track record of leading and managing effective strategies to raise attainment/student progress • Leadership of successful whole-school projects • Experience of leading and clear evidence of enhancing the professional practice of others Desirable • Leading and managing enrichment activities • Leading CPD • Recent experience of working alongside School Improvement Partner / Leadership Team in self-evaluation • Experience of working with colleagues in other schools in order to further develop teaching/learning	A, I, T, DT, R
Special Aptitudes	Essential • Committed to inclusive education • An excellent classroom practitioner - Highly skilled teacher who has facilitated excellent student progress • Excellent organisational and planning skills • Thorough understanding of Child Protection procedures • Thorough understanding of Equal Opportunities issues • Thorough understanding of SEND and inclusion issues	A, I, T, DT, R

	• Able to analyse and interpret data and a proven track record of active and regular engagement with school data management systems • Able to lead and manage staff • Excellent classroom management and the ability to support and develop skills in others • Skilled at partnership working • Able to liaise effectively with parents/carers • Able to support and implement effective behaviour for learning strategies • Able to manage finance and resources • Able to meet deadlines and work under pressure • Demonstrates a positive attitude and outwardly optimistic • Demonstrates a professional approach at all times • Demonstrates a 'can do' attitude • The ability to think critically and creatively to solve problems • Drive, energy and the capacity for hard work • Excellent time management skills • Application of ICT to teaching, learning and management • Awareness of current local and national initiatives and legislation • Passionate about education and changing the lives of young people for the better • Positive attitude to young people • Reflective practitioner • High standards for self and students	
Interpersonal Skills	Essential • Sets professional standards and displays a sense of integrity in all that is done and show commitments to continuing professional development • Able to inspire children and young people • Team worker • Team leader • Excellent communication skills - Excellent communicator both orally and in writing • An ability to inspire others • Commands respect • Self-motivated • Creative thinker • Reflective practitioner	A, I, T, R

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	• A resilient practitioner • Integrity • Approachable • Reliability • Positive attitude • Resilience • Excellent attendance • Excellent punctuality • Sense of humour • Sense of perspective	

These provide an indication of what may be included in the appointment process. Appointments may be made without all of these being included.

A = Application
I = Interview
T = Teaching
DT = Data Task
R = References