



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**ASSISTANT HEADTEACHER –
PERSONAL DEVELOPMENT &
CHRISTIAN DISTINCTIVENESS
APPLICANT PACK
October 2024**

Introduction

Dear Candidate,

We are delighted to welcome applications for the permanent role of Assistant Headteacher – Personal Development and Christian Distinctiveness at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. It is an exciting time to join our school too! Our PAN has increased to 240 in each year group and, having been graded Good in all areas by Ofsted a year ago, we have substantially developed our school further, making many positive changes for the benefit of our students and their families as we move towards outstanding!

One of our key changes has been to place a greater emphasis on the quality of the Religious Education curriculum. RE is now a core subject at Hartford Church of England High School and, as such, a Lead Practitioner was appointed for September 2024, to drive forward the quality of the curriculum and teaching and learning in the department. The successful candidate for the role of Assistant Headteacher – Personal Development and Christian Distinctiveness will be fortunate to work in close collaboration with the Lead Practitioner, to enhance further the quality of RE alongside PSHCE and RSE. Over the past 18 months we have placed increased focus on the importance of personal development, with senior members of staff leading key aspects of this, including careers and extracurricular opportunities. Whilst I initially developed our newly- formed Family System, working with a brilliant team of inaugural Heads of Family (HOFs), the Assistant Headteacher – Personal Development and Christian Distinctiveness will lead now this initiative and the team of HOFs forward; providing opportunities for all students, no matter their backgrounds or interests, so that they can all play a valuable role in our school community.

The Family system is also the key driver for collective worship within our school. Heads of Family line-manage teams of form tutors, develop the content for form time, and deliver assemblies. We also have an enthusiastic, caring and compassionate Chaplain who provides valuable experiences for children to explore faith, whilst also providing counselling and support for all students who need such pastoral intervention.

Over the past 18 months we have spent time considering what it means to be a Church of England High School. Our mission statement sums up what we, as an outstanding church school, see as our main aims:

“Our mission at Hartford Church of England High School is to provide an outstanding, inclusive and ambitious education for all. Children develop and thrive both within and beyond the classroom. They are known, with their talents embraced and promoted. They develop into young people who will make a substantial contribution to the world. They enjoy an education rooted in a shared set of Christian values that radiate the love and truth of Jesus Christ.”

Furthermore, we believe that, in all we do, we epitomise the Church of England’s vision for education:

- Educating for wisdom, knowledge and skills
- Educating for hope and aspiration
- Educating for community and living well together
- Educating for dignity and respect

At the heart of our school is our HART values of Happy, Achieving, Ready, Together, built on a Christian foundation of Love (caritas) and Truth (veritas).

OUR VALUES

Happy: Showing respect to one another. Looking after our mental and physical wellbeing.

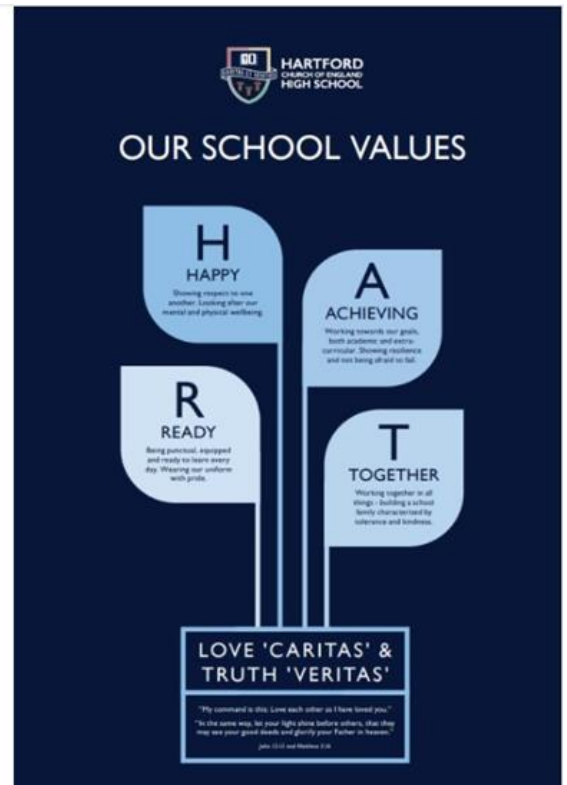
Achieving: Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

Ready: Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

Together: Working together in all things - building a school family characterised by tolerance and kindness.

"My command is this: Love each other as I have loved you."
"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



Not only do we expect our students to abide by our HART values, but we also expect all adults who are part of our school community – staff, parents, governors, visitors – to abide by these too. As a result, our school is a brilliant place to be every day! We have a wonderful community, full of young people who want to learn, are great to teach and who will make a significant contribution to the wider world once they leave school at the age of 16. As part of our Family system, we seek to find as many opportunities as we can for our students to flourish, including in our new student leadership programme, charity and volunteering work and through healthy competition!

Our school is at the centre of the community in Hartford. We have extremely close working relationships with the local parish church of St John's, the wider Diocese, local authority and colleagues in other church and non-church schools.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, both within the classroom and beyond, we want to hear from you!

Should you choose to apply for the role of Assistant Headteacher – Personal Development and Christian Distinctiveness, I look forward to receiving your application and hopefully welcoming you to our fantastic school soon.

Rachel Pickerill

Headteacher

Key Information:

Job role: Assistant Headteacher – Personal Development and Christian Distinctiveness

Starting Date: Easter 2025 or sooner – ideally 1st January 2025

Salary: L11 – L15 (starting point to be agreed based on experience)

Contract Term: Permanent

Closing Date: 9:00am Tuesday 5th November 2024

Interviews: Thursday 7th November 2024

Job Description

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

JOB DESCRIPTION

ASSISTANT HEADTEACHER – PERSONAL DEVELOPMENT AND CHRISTIAN DISTINCTIVENESS

Salary range L11-15

The role of the Assistant Headteacher – Personal Development and Christian Distinctiveness at Hartford Church of England High School is to provide strategic vision, leadership and management, working in close partnership with members of the Leadership Team. The Assistant Headteacher will ensure that the standard of all aspects of the Personal Development of students continually evolves and improves. They will be the driving force behind the school's Family system which will bring together all stakeholders in our community encouraging inclusivity and celebrating difference. They will specifically take the lead on form time and the personal development curriculum. In this unique role the Assistant Headteacher is responsible for the leadership of the school's Christian distinctiveness, thereby working alongside the Headteacher and other senior colleagues to drive the ethos of the school, ensuring compliance with the Church of England Statement of Entitlement and maximising concurrence with the SIAMS inspection framework requirements. They will have line-management responsibility in line with their position, including line-managing the Lead for RE, PSHE, RSE and Citizenship, ensuring that the standard of all aspects of education within RE, PSHE and RSE continually evolves and improves to meet the needs of all students.

The Assistant Head will be a highly successful and experienced teacher in their subject specialism who is able to enthuse, motivate and inspire young people. Prior to their appointment at Hartford Church of England High School, the Assistant Head will have demonstrated excellent leadership and gained skills and knowledge in the fields of RE, personal development and Church of England education. They will have outstanding management and communication skills possessing the ability to effectively drive forward change whilst bringing key stakeholders (staff, parents, students and governors) on board. Good teamwork, the highest of standards, determination and resilience will have been at the core of their success in their career to date. They will be innovative with an ability and determination to develop Hartford Church of England High School as a centre of excellence in all areas leading to students leaving at 16 years of age as young people equipped to make a valuable contribution in the world, with a strong foundation developed through the Christian values and distinct culture of which they have been a part.

Shaping the Future

The Assistant Headteacher will work closely with the Headteacher, leadership team and Governing Body and leadership team, to create a shared vision which inspires and motivates all members of the school community. In particular, they will significantly contribute to:

- Developing the strategic vision and direction for the school which is based upon a detailed understanding of the school's needs and relevant external influences.
- Implementing the strategic vision effectively so that practices become consistent across the school.

- Communicating the strategic vision effectively with all stakeholders so that there is a clear understanding of high expectations, aspirations and ambitions for all.
- Demonstrating the impact of the implementation of the strategic vision for the benefit of all stakeholders.
- Maximising the opportunity afforded by being a Church of England high school.
- Creating an organisational structure which maximises both the school's finances and resources, and which reflects the school's values and vision.
- Playing an active role in maximising the expectations, aspirations and ambitions of our students, their families and carers and the local community.
- Leading by example to create a culture of respect and tolerance and valuing of others in accordance with the Christian foundation of the school, fostering positive relationships across the school community.
- Keeping up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the school.

Personal Development

The Assistant Headteacher is responsible for overseeing, monitoring and tracking all areas of personal development at Hartford Church of England High School. Whilst working alongside the Headteacher, other senior leaders and key staff, the Assistant Headteacher will:

- Ensure that Personal Development at Hartford Church of England High School is effective in:
 - Developing responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adults.
 - Developing and deepening students' understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance.
 - Promoting equality of opportunity so that all students can thrive together, understanding that difference is positive and that individual characteristics make people unique.
 - Promoting an inclusive environment that meets the needs of all students, irrespective of age, gender, race, religion or belief, or sexual orientation.
 - Developing students' character, which we define as a set of positive personal traits, dispositions and virtues that informs their motivation and guides their conduct so that they reflect wisely, learn eagerly, behave with integrity and cooperate consistently well with others.
 - Providing students with the opportunities and learning experiences that they need to flourish in our society.
 - Developing students' confidence, resilience and knowledge so that they can keep themselves mentally healthy.

- Developing an age-appropriate understanding of healthy relationships and consent through relationships and sex education.
 - Enabling students to recognise online and offline risks to their well-being (e.g. CCE, CSE, domestic abuse, FGM, extremism) and making them aware of the support available to them.
 - Enabling students to recognise the dangers of inappropriate use of mobile technology and social media
 - Developing students' understanding of how to keep and maintain a healthy lifestyle in its broadest sense.
 - Supporting readiness for the next phase of students' lives beyond high school be that in education, financial management or employment so that students are equipped to make the transition into adulthood successfully.
- Be the lead figure in all aspects of the personal development curriculum.
 - Develop and oversee all policies and practises relating to Citizenship, PSHE and RSE, taking responsibility for the intent, implementation and impact of its curricula and reviewing this through robust quality assurance processes.
 - Develop and oversee all aspects of SMSC across the school.
 - Develop, oversee and implement high-quality, targeted CPD for all stakeholders relating to all aspects of Personal Development.
 - Ensure that all aspects of Personal Development are supported by the school's CEIAG offer, working in close collaboration with the senior leader responsible for careers' education.
 - Ensure that an opportunity and praise culture permeates the school where all aspects of personal development are promoted and celebrated.
 - Line-manage the work of the Lead for RE, PSHE, RSE and Citizenship.

Christian Distinctiveness and Ethos

The Assistant Headteacher is responsible for leading and implementing the strategic direction of the Christian distinctiveness of the school. Working alongside the Headteacher, other senior leaders and key colleagues the Assistant Headteacher will:

- Lead the school to success via REQM and SIAMS.
- Lead all aspects of the Christian Distinctiveness of the school
- Ensure that the daily operations and educational practices of the school are aligned with a context-specific, theologically rooted Christian vision, driving the ethos and culture of the school.
- Ensure that the school is a beacon of excellence for collective worship.
- Develop, foster and promote outstanding relationships with Church of England churches within the Diocese, particularly within the local Archdeaconry, whilst also developing relationships with more widely with other places of Christian worship.

- Work alongside the Lead for Transition and Primary Partnerships to develop, foster and promote outstanding relationships with Church of England primary schools for whom Hartford Church of England High School is their nearest church secondary school.
- Maintain a regular and meaningful relationship with the Diocesan Board of Education (DBE), leveraging their expertise and support in areas such as Church school leadership, religious education, collective worship, SMSC (Spiritual, Moral, Social, and Cultural) education, and other relevant areas.
- Ensure that the school can evidence and demonstrate how the school's theologically rooted Christian vision informs its practices and supports the fulfilment of its foundation as a Church school.
- Ensure that all stakeholders within the school community are able to articulate and showcase the school's distinctive Christian character.
- Inspire, direct and line-manage the school Chaplain so that they in turn inspire, promote and foster positive relationships with stakeholders and make a tangible contribution to the spiritual and pastoral life of the school community.

Family System

The Assistant Headteacher is responsible for overseeing all aspects of the Family System at Hartford Church of England High School. Whilst working alongside the Headteacher, other senior leaders and key staff, the Assistant Headteacher will:

- Promote the school's culture and values through the Family system, working in close-collaboration with the Headteacher.
- Inspire, direct and line-manage a team of Heads of Family so that they in turn inspire, promote and foster positive relationships with the form tutors they line manage.
- Cultivate a family system that engages all stakeholders and provides a range of opportunities for student leadership, participation and competition.
- Promote a praise culture where excellence and achievements are celebrated regularly.
- Oversee the overall strategy for form time ensuring that it provides students with a positive start to the school day and the opportunity to be equipped both mentally and practically for all lessons, with collective worship being a key feature.
- Ensure that the content of form time is well-planned and sequenced, providing students with a range of opportunities, responsibilities and experiences, that enable them to develop into happy and articulate members of society.
- Devise and implement quality assurance processes for form time to monitor its quality, impact and the consistent application of policy.
- Ensure that volunteering and caring for others is an integral part of the family system.
- Be a visible, proactive presence around the school during form time and assemblies, leading by example, valuing all staff and students and promoting outstanding attitudes towards this important time of the school day.

- Work alongside other members of the Leadership Team to develop consistent expectations and behaviours for learning across the school, using the family system as a key driver for this.
- Ensure equality of opportunity and recognition of diversity are promoted through the family system.
- Work alongside other members of the leadership team and middle leaders to promote the school's Christian distinctiveness through form time and assemblies.

Student Engagement, Extra-Curricular and Leadership

The Assistant Head is responsible for ensuring that all students have the opportunity to flourish outside of the curriculum. Whilst working alongside the Headteacher, other senior leaders and key staff, the Assistant Headteacher will:

- Oversee all aspects of the school's student leadership programme, devising roles across the school and rewarding the commitments of the students who undertake them.
- Lead and design a programme of CPD for student leadership in school.
- Devise and implement quality assurance processes for student leadership to monitor the impact of roles, quality of them and participation rates.
- Ensure that all students engage with a programme of volunteering both within the school and across the wider community.
- Build partnerships with key organisations, e.g. Church, Diocese, local community, businesses and beyond to provide students with the opportunity to develop their Cultural capital and to engage in personal development opportunities.
- Liaise closely with the Lead for Vocational Studies to oversee the design of an extra-curricular programme ensuring that all students participate equally strongly and no student is not engaged in an activity.
- Liaise closely with the Lead for Vocational Studies to oversee the devising and implementing of quality assurance processes for extra-curricular activities to monitor the impact of these, the quality of them and participation rates.
- Ensure that where there is non-engagement from students in personal development opportunities, there is a clear strategy to address this and support for colleagues leading any initiatives with poor participation rates.
- Work alongside other senior leaders to effectively deploy and evaluate aspects of the pupil premium, catch up and SEND spending so that they are used to improve outcomes and participation in personal development opportunities across all year groups.

Other Senior Leadership Responsibilities

The Assistant Head will contribute significantly to the leadership of the school by:

- Creating and fostering an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development, displaying high standards of professionalism.
- Developing and maintaining a culture of high expectations, aspirations and ambitions for themselves and others.
- Presenting relevant evaluative and summary reports to key stakeholders including governors.

- Mentoring and supporting colleagues.
- Leading by example as a teacher, (with a teaching commitment in line with Assistant Head status) achieving high standards of student attainment and progress, behaviour and motivation.
- Challenging under-performance and ensuring corrective action and follow up.
- Recruiting, retaining and deploying staff effectively and managing their workload to achieve the vision and goals of the school.
- Participating in and leading the appraisal process for colleagues.
- Making a significant contribution to the development and maintenance of school policies and practices, ensuring their consistent application.
- Planning, chairing and organising meetings as appropriate.
- Sustaining effective, positive relationships with all staff, students, parents/carers, governors and the local community.
- Leading or attending staff, student and parent voice sessions to gauge the views of all stakeholders, acting on the outcomes of these appropriately.
- Attending school events
- Managing budgets in line with areas of responsibility.
- Taking assemblies in line with the ethos and values of Hartford Church of England High School.
- Undertaking duties at break, lunchtime, before and after school ensuring that students are observed and safeguarded between lessons and during social times.
- Complying with all policies and procedures with specific awareness of those relating to child protection and safeguarding, health and safety, security, confidentiality and data protection.
- Contributing to support programmes for students and staff that may, on occasion, include weekends and holiday periods.
- Any other reasonable duties as requested by the Headteacher.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

The functions and specific responsibilities of this job description are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the Teachers' Pay and Conditions Document. The responsibilities and duties will be reviewed and modified as the Leadership Team evolves.



Key Documents Responsibility:

- SIAMS evaluation document and associated development plan.
- Relevant contributions to the School SEF.
- Relevant contributions to the School Development Plan and overall responsibility for Personal Development.
- Relevant contributions to the Pupil Premium Strategy Document
- Collective Worship Policy
- PSHE and RSE Policy
- Relevant reports to Governors and attendance at Governors' meetings in accordance with specific areas of responsibility.

Person Specification

Assistant Headteacher – Personal Development and Christian Distinctiveness

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • Degree • Teaching Qualification • Successful teaching experience, including the teaching of a subject to GCSE level • Record of excellence in the classroom • Strong track record of one's own continuing professional development • Previous Middle Leader experience • Experience of managing and leading others • Evidence of developing and implementing whole-school initiatives with substantial impact • Knowledge of the SIAMS framework • Knowledge of the Personal Development section of the Ofsted Framework • Committed Christian 	<ul style="list-style-type: none"> • Previous Senior Leader experience • Post-graduate qualification • Relevant in-service training e.g. relevant NPQ • Experience of working in a Church or Catholic school • Experience of working in more than one school • Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain outcomes in area of responsibility • Recent evidence in developing and successfully designing and implementing strategies which have resulted in significantly improved outcomes for all • Experience of teaching aspects of RE, PSHE, RSE and Citizenship 	<ul style="list-style-type: none"> • Application • Interview • Reference
Leadership and Management	<ul style="list-style-type: none"> • Ability to effectively lead a team to ensure the best outcomes for students • A secure understanding of line management and appraisal and experience in both • Successful experience that demonstrates the ability to confront and resolve problems and effectively innovate and manage change • Experience in the effective management of finances and deployment of resources • Ability to innovate and implement ideas 	<ul style="list-style-type: none"> • Leadership of aspects of the SIAMS framework. • Experience of leadership or of making a substantial contribution within a Church setting. 	<ul style="list-style-type: none"> • Application • Interview • Reference

<p>Interpersonal Skills</p>	<ul style="list-style-type: none"> • Fully committed to the Christian ethos of the school • Inspirational • Ability to forgive and move on • Ability to challenge and support students and staff • Excellent spoken and written communication skills • Ability to establish excellent working relationships with staff, students, parents/carers and other stakeholders • High expectations • Commitment to school improvement • Team worker • Independent worker • Resilient under pressure • Excellent attendance • Flexible 		<ul style="list-style-type: none"> • Application • Interview • Reference
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Willingness to consent to apply for an enhanced disclosure CRB check • Commitment to demonstrating a responsibility for • Application • Interview safeguarding and promoting the welfare of young people, including the mental health of young people 		<ul style="list-style-type: none"> • Application • Interview • Reference