



Hadleigh High School

An academy of Penrose Learning Trust

Assistant Headteacher

Pastoral



Aim
High

Work
Hard

Be
Kind

Headteachers Welcome

Dear Applicant

Thank you for your interest in the post of Assistant Headteacher, Safeguarding and Pastoral Support, at Hadleigh High School. This is an exciting opportunity to join the Senior Leadership Team of our popular and successful school. Hadleigh High School is a vibrant, student-focussed 11 – 16 secondary school rated “Good” by Ofsted in January 2019. We foster a strong community and have great pride in our students and their achievements. Our examination results continue to improve year on year, but we still have ambitious plans for the future.

As part of the Senior Leadership Team, the Assistant Headteacher plays a significant role in the strategic and operational leadership and management of the school. The successful candidate will be an experienced teacher and leader with a proven track record of innovative and successful management and leadership.

The Job Description summarises the broad range of responsibilities attached to this very important role. This is a fantastic opportunity to extend and refine the quality of pastoral care at the school, ensuring that we continue to offer our students outstanding support.

All applications must be made on the school’s application form. Your application should be accompanied by a covering letter of no more than 2 sides of A4 clearly explaining your reasons for applying for the job and of the ways in which your experiences, skills and values meet the requirements of the person specification.

Applications should be returned by email to applications@penroselearningtrust.uk

The closing date for applications is **Friday 6th October 2023 at midday**

We plan to notify short-listed candidates **w/c 9th October 2023** by email

The selection process is planned for **Wednesday 11th and Thursday 12th October 2023**

The school is committed to recruiting the highest quality teachers in order to build on our many successes. We can offer a range of incentives to attract the very best talent. These include:

- A high quality induction package for experienced teachers;
- An outstanding continuous professional development programme; the successful candidate would have immediate access to our in-house programme as well as the opportunity to be supported through the Improving Teacher, Outstanding Teacher and Future Leaders programme;
- The school also offers a range of benefits to all employees through our pro-active staff Well-being Team.

Hadleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and Trustees to share this commitment. All appointments are therefore subject to satisfactory DBS and Immigration Checks, together with the receipt of references and only applications submitted on the school’s application form will be considered.

If you require any further information, or you would like to visit the school, please do not hesitate to contact me on 01473 823496.

Yours sincerely



School Vision Statement

All young people at Hadleigh High School, regardless of background or need, strive to be the best version of themselves through working hard, aiming high and being kind.

They will make outstanding progress academically, secure excellent destinations post-16, and become well-rounded, happy individuals who go out into the world and make a difference.

Our students will be diligent learners, who are resilient and able to adapt to an ever-evolving world. They are able to question the world in which they live and learn how our history and culture shape us. They take pride in their achievements and those of their peers, and have a strong sense of moral purpose.

Our young people will achieve success as a result of our strong culture of unwavering high expectations, where all students are supported and treated as individuals. Our excellent pastoral care will ensure all our students flourish through their personal development, positive habits and healthy relationships.

The school has an uncompromising focus on securing the highest calibre staff, and will be a beacon of outstanding classroom practice. We will harness the power of our community, national networks and the benefits of being part of the Penrose Learning Trust.

Our curriculum will be thoughtfully sequenced, balanced and aspirational, delivered by outstanding teachers who ensure the highest levels of progress. As a result, our students will be inspired to pursue excellence and embrace learning throughout their lives.

Core values

Aim High, Work Hard, Be Kind

Job Description

Summary of Role

To lead and manage all aspects of student support across the school, ensuring students are given the best possible support and guidance to enable them to develop as successful learners. To act as the school Designated Safeguarding Lead.

Scale

Leadership Scale Point L10 – 14

Start date

1/1/2024

Responsibilities

Safeguarding

- To be the Designated Safeguarding Lead (DSL) for the school and take the lead responsibility for safeguarding and child protection across the school
- To ensure that the Safeguarding and Child Protection Policy is reviewed at least annually and ensure national and local statutory duties are followed, including Keeping Children Safe in Education (KCSIE) updates
- To lead the Prevent strategy including referrals and risk assessments, as well as identifying and facilitating Prevent training for all staff
- To work and meet regularly with the Safeguarding Link Academy Committee member and provide regular safeguarding updates and training to the Academy Committee.

Student Support and Behaviour

- To ensure that support and discipline procedures help students to overcome barriers to learning and empower them to build resilience and autonomy rather than foster reliance
- To lead school wide strategies to support the highest levels of student attendance, punctuality and behaviour
- To manage student suspensions and exclusions
- To set direction, support and monitor Year Learning Leaders across the KS3 & KS4 Teams
- To deploy effectively other pastoral staff to support Year Learning Leaders and the pastoral life of the school
- To work with the Year Learning Leaders to ensure high quality tutor and assembly programmes throughout the year
- To be responsible for parental communications, ensuring that parents and carers are kept up to date and informed of all aspects of school life.

Student Progression

- To provide oversight and support for the transition of Y6 students and Y11 students
- To oversee the activities of the Careers Department
- To ensure the Careers Policy is reviewed and updated annually
- To provide support to all staff in relation to the completion of Post 16 references
- To lead and manage the Post Results support for students
- To support in collecting and analysing destinations data.

Learning Support

- To provide oversight and support for the SENDCo
- To oversee the activities of the Learning Support Department
- To ensure accurate and timely returns for High Needs students to the relevant Local Authority.
- To work with the SENDCo to ensure the Learning Support and Access Arrangements Policies are reviewed and updated accordingly.

Student Voice

- To oversee the work of the Student Voice Co-ordinator ensuring that the Student Leadership Team activities are successfully facilitated
- To promote an on-going Senior Leadership Team dialogue with the Student Leadership Team via regular meetings with its representatives.

Leadership and Management

- To be a member of the Senior Leadership Team and support the Headteacher in contributing to the strategic planning, vision and leadership of the school
- To promote the interests, mission and values of the school
- To attend Year Learning Leaders meetings
- To attend local IYFAP meetings
- To act as Line Manager, providing leadership and effective management to:
 - Year Learning Leaders
 - The Student Management Team
 - The Attendance Officer
 - Head of Learning Support
 - Head of PSHE and Careers
 - The Student Voice Coordinator

Other Duties

- To keep up to date with current research in school improvement
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues
- To participate in performance management in accordance with school policy
- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students
- Contribute to the development, implementation and evaluation of the school's policies practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or student development to secure coordinated outcomes
- To carry out other reasonable requests as required by the Headteacher

Person Specification

Person Specification - Assistant Headteacher (DSL)		
Qualifications and Training <ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Degree • Recent and relevant continued professional development • Higher Degree or Leadership/Management Qualification 	Essential	Desirable
	✓	
	✓	
	✓	
		✓
Knowledge <ul style="list-style-type: none"> • Current educational issues, national and local policies, legislation and developments • Developing and implementing successful school policies • 'Keeping Children Safe in Education' • Good working knowledge of statistical data and ability to transfer data into quantifiable outcomes • Effective strategies for achieving high standards of discipline at whole school level to secure excellent academic progress • The role of parents and the community in school improvement and how this can be promoted and developed • Extensive knowledge of policies and procedures relating to dealing with disclosures, allegations, referrals and working with external partners. 	Essential	Desirable
	✓	
	✓	
	✓	
	✓	
	✓	
	✓	
	✓	
Experience <ul style="list-style-type: none"> • Recent and successful management and leadership experience in a secondary school setting • A proven track record of implementing effective strategies to include and meet the needs of all students to ensure they are safeguarded • Experience of supporting/mentoring/coaching colleagues to secure school improvement • Experience of initiating and implementing strategies to improve parental involvement in children's learning and progress • A proven track record of securing high standards of achievement and attainment • Experience of successful networking with external partners • Experience of developing and leading or contributing to effective staff development programmes • Effective promotion of community links and cohesion to ensure pathways for success for all learners • Demonstrable success in preparing students for public examinations. 	Essential	Desirable
	✓	
	✓	
	✓	
	✓	
	✓	
		✓
	✓	
	✓	
	✓	
	✓	

<u>Skills</u>	Essential	Desirable
<ul style="list-style-type: none"> • Highly effective oral and written communication skills 	✓	
<ul style="list-style-type: none"> • Good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions 	✓	
<ul style="list-style-type: none"> • An effective and inspirational classroom teacher with a proven record of student success irrespective of the students' needs or backgrounds 	✓	
<ul style="list-style-type: none"> • Ability to empower students who have been disengaged from learning to achieve success 	✓	
<ul style="list-style-type: none"> • Effective behaviour management skills which empower young people to manage their behaviour more appropriately 	✓	
<ul style="list-style-type: none"> • Excellent interpersonal and people skills to lead, inspire, motivate and support students and colleagues successfully 	✓	
<ul style="list-style-type: none"> • Exceptional ICT, organisational and administrative skills. 	✓	
<u>Personal Qualities</u>	Essential	Desirable
<ul style="list-style-type: none"> • Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust 	✓	
<ul style="list-style-type: none"> • Committed to undertaking professional training and assist with the professional development of others 	✓	
<ul style="list-style-type: none"> • Demonstrate reliability and integrity and lead by example 	✓	
<ul style="list-style-type: none"> • Can hold others to account by insisting on high standards and a desire to continuously improve and develop 	✓	
<ul style="list-style-type: none"> • Be tolerant and possess a calmness when working with others to develop team work 	✓	
<ul style="list-style-type: none"> • A genuine concern to secure the educational progress of students irrespective of their background or ethnicity. 	✓	