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| **Appointment Type** | Permanent |
| **Start Date** | 1st September 2022 |
| **Salary Scale** | Leadership Range L11-L15 |
| **Closing Date** | Monday 16th May 2022 |
| **Interview Date** | Thursday 19th May/Friday 20th May 2022 |



**Application Pack**

**Assistant Headteacher**

**Full time**

**Leadership Range L11-L15**

Thank you for your interest in our vacancy.

The following information contains further details regarding the school and the role.

**Sandbach High School and Sixth Form College are proud to be registered with ‘Investors In People’ and continue to support the development of our teachers and support staff.  We offer regular training programmes as well as staff well-being activities. Our school offers an exciting, rewarding and supportive environment for all our staff enabling them to grow and build on their skills.**

We take pride in being a caring and well-ordered community where everyone is encouraged to develop self-awareness and personal responsibility and play a full part in the life of the school. Our Code of Conduct is based on respect, courtesy and consideration. We make sure that students who work hard, help others and show responsibility in their behaviour are properly recognised through our awards system. Commitment and success in sport or music are celebrated in the award of distinctive colours badges.

Our extensive curriculum is broad and balanced, giving all students the opportunity to develop their potential. A wide range of learning and teaching strategies is used to actively involve students in the learning process. Progress is carefully assessed and monitored.

**Who we are?**

We are an ambitious and forward thinking comprehensive single sex secondary school with a growing Sixth Form College. This is a really exciting time in our school as we are developing and evolving to meet the needs of the community that we serve under a new Headteacher who has been in post since September 2020.

Our Senior Leader Team is diverse in our expertise and passionate about the education that we provide for our students and the climate in which our staff can flourish. We believe in debate and challenge when discussing our school and we welcome someone to join our caring team.

Our Curriculum is at the heart of what we do here and we are passionate about the challenge of our intent and our success as practitioners in its implementation.

**What is our vision?**

An ambitious school with positive role models at every level across the school community. We strive for excellence in academic achievement and personal development. A school with visible consistency and kindness in its high standards of behaviour and attitudes. A school with research-led Quality First Teaching ensuring that all children from all backgrounds can achieve the very best life chances through creativity and a passion for learning.

**Key Priorities for 2022-2023**

1. Back to Basics for all students including those who are disadvantaged or SEND. (*behaviour, attendance, high expectations, culture)*

2. An Ambitious Curriculum For All, including those who are disadvantaged or SEND, delivered through Quality First Teaching

3. Leadership and Management throughout the school including our provision for disadvantaged/SEND.

**Who are we looking to appoint?**

We are looking for someone dynamic, passionate, forward thinking and enthusiastic about education. We are interested in **you as a person** and what your experience can bring to our school. If you would like to come and see the school in action or talk to us, please get in touch.

If you share our vision and our person specification sounds like you, we would be thrilled to receive your application as to how your experience and current impact can support us in realizing our whole school vision.

**We can offer you:**

* The opportunity to work in an Ofsted rated ‘Outstanding’ school.
* The opportunity to work alongside a collaborative, forward thinking Headteacher and Senior Leadership Team whose priority is to support and develop our peers.
* Friendly and highly motivated students who are keen to learn and take pride in their achievements.
* A comprehensive induction programme when joining the school
* An Investors in People approved school where staff are supported and encouraged to take part in professional development programmes with the opportunity to share best practice within your own department and with staff from other specialisms.

**Person Specification**

**Job Title:** Assistant Headteacher

**Accountable to:** Headteacher

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| criteria | qualities |
| **Qualifications  and training** | Degree  Qualified teacher status |
| **Experience** | Successful collaboration with all colleagues to ensure the aims of the school are met and that workplace relationships are positive.  Experience of positive contributions to the school culture amongst staff and students.  Experience of line management including appraisal.  Successful experience of subject leadership  Teaching experience |
| **Skills and knowledge** | Ability to communicate the school’s vision and inspire others to align themselves with the school’s vision and values.  Ability to build effective working relationships with pupils and staff  Expert knowledge of the National Curriculum  Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve  The ability to collaborate with other subject leaders in other schools to share best practice around Curriculum and Teaching and Learning.  Ability to build effective working relationships with staff and other stakeholders  The ability to contribute and sustain a positive school culture amongst staff and students.  Ability to adapt teaching to meet pupils’ needs  The ability to provide constructive feedback enabling continuous improvement of colleagues and self.  Knowledge of guidance and requirements around safeguarding children  Good IT skills  Effective communication and interpersonal skills |
| **Personal qualities** | Ability to promote the ethos and principles of Sandbach High School and Sixth Form College by modelling servant leadership and integrity in behavior and interaction with all colleagues.  A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school  An ability to uphold a commitment to the school in all actions.  To demonstrate emotional intelligence in the leadership of others showing careful collaboration of concern and compassion for the individual whilst maintaining the best interests and smooth running of the organization.  Ability to work under pressure and priorities effectively  Maintain confidentiality at all times adhering to the school’s Code of Conduct and data protection practices.  Commitment to safeguarding and equality.  Commitment to own professional development and that of others.  High levels of professionalism at all times in all actions and communication with all colleagues. |

**THE REHABILITATION OF OFFENDERS ACT**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\* This job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

<http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**DISCLOSURE & BARRING SERVICE (DBS)**

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**SAFEGUARDING CHILDREN**

Sandbach High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

**Applications**

To apply for this post, please complete an application form with a supporting statement of no more than two sides of A4 on your suitability for the post and the school, with reference to your areas of expertise. Please send completed forms to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

