**Job Summary**

Following the restructure of our Leadership Team Seven Hills School is looking for a hardworking and committed Assistant Headteacher to join the school from September 2021. This appointment will enable the post holder to take up a key role in school as we continue to deliver the very highest standards of education and care. You will have the capacity to challenge, support and inspire with a positive attitude and sense of humour!

If you are a dynamic, inspirational leader, keen to take on a new challenge and ambitious to make a difference to the lives of our young people, we look forward to receiving your application.

The focus of this role will be leadership of the learning journey that students take during their time at Seven Hills, particularly transitions. You will work with students, colleagues, parents and other professionals to ensure that every students’ journey through Seven Hills and beyond, is as positive as it can be, preparing them well for adult life. In particular:

* Phase Leadership for Phase 3 (Post 16)
* Strategic Leadership of Preparation for Employment and Adulthood (Y9 onwards)
* Responsibility for the successful transition for students from Seven Hills to their next stage of learning
* Curriculum development for careers and work-related learning
* SENCO and lead on Annual Review of EHCP process
* Leadership of Student Voice including School Council
* Responsibility for parent/carer liaison and parent voice
* Leadership of transition to/from Post 16 in partnership with lead teacher for off-site Post 16
* Coordination of Parents’ Evenings and information for parents
* Designated Safeguarding Deputy as part of the Safeguarding Team
* Co-ordination of NQT and Schools Direct students
* Line manager for Apprentices
* This role will also have a small teaching commitment – please specify in your application which subjects / curriculum areas you are able to teach.

The successful candidates will be:

* Committed to the highest standard of teaching and learning
* A proven and effective leader with strong interpersonal and communication skills
* An exemplary teacher and leader who will make a significant impact on the learning of our young people
* Resilient and enthusiastic when facing challenges
* Be a motivational and inspirational leader with high expectations of staff
* Work with the school community to make a difference to the outcomes and well-being of our young people and other members of the school community
* Lead by example, providing consistently outstanding teaching and learning
* Be committed to ensuring the safeguarding and welfare of all

In return we will offer:

* A warm welcoming school that staff are proud to be part of
* An Outstanding school (OFSTED 2017)
* The opportunity to work with a committed leadership team to move the school forward
* Hardworking, dedicated and professional staff who hold the needs of our learners at the centre of everything they do.
* Children who are enthusiastic and who will inspire you everyday
* Opportunities to develop yourself professionally

You will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that the attached job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Applying for the job**

Please supply the following information

* A completed application form including:
  + Details of which curriculum area or areas you are able and willing to teach
  + A statement which details how your experience to date has prepared you to fulfil this role in strategic leadership, and how you intend to use this in preparing our young people for employment and adulthood for the next stage of their learning
  + An updated record of your most significant CPD and what impact it has had on your practice
  + Employment history
  + Qualifications gained

Applications should be returned to [tmycroft@sevenhills.sheffield.sch.uk](mailto:tmycroft@sevenhills.sheffield.sch.uk)

Closing Date – Sunday 18 April

Shortlisting - Monday 19 April

Interviews will take place on Monday 26 April