

Assistant Headteacher

(Teaching and Learning)

Queen Mary's High School

Required for September 2023

Permanent

Full Time

Leadership Scale 11-15

APPLICATION PACK

March 2023

Dear Applicant,

Vacancy for the Role of Assistant Headteacher (Teaching and Learning)

I would like to thank you for taking the time to find out more about this exciting opportunity. Queen Mary's High School is an Outstanding (Ofsted, 2021), oversubscribed selective girls' grammar school; we are co-educational in our sixth form provision. We are seeking to appoint an enthusiastic Assistant Headteacher, who has a passion for school leadership and will motivate and inspire our exceptional staff and student body.

This is an exciting time to join Queen Mary's High School as a member of our leadership team, as we seek to build further upon our Outstanding judgement. The role is a new post, created in response to our school expansion. We are a forward looking and innovative school with a clear focus on equipping our young people for their future lives. We value the diverse nature of our school community and the sense of family that we experience is a significant strength.

Queen Mary's High School has a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence.

The successful applicant will become part of a collaborative and dedicated senior leadership team comprising the Head Teacher, Deputy Headteacher and three Assistant Headteachers. We share a vision to realise and achieve ambitious outcomes for every individual in our school. Empowerment of professional autonomy in both senior and middle leadership is fundamental to ensure growth and success for both our students and staff. We are not a school where one size fits all, we are a school in which diversity thrives, is encouraged and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff.

If you are, like us passionate about having a positive impact on young people's lives, and excited by this opportunity to teach exceptional young people, we warmly welcome your application.

If you would like to find out more about us and see how wonderful a place to work this is, please contact the school to arrange a visit. We very much look forward to hearing from you.

THE SCHOOL

Queen Mary's High School is an 11 to 18 selective girls' grammar school in the centre of Walsall. We have approximately 950 students on roll. The school is nearing the end of a year-on-year increase in our PAN from 120 to 150 students. Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Social mobility is at the heart of our school ethos. We are comprehensive in our demographic, despite being academically selective on entry. The importance of exceptional education for girls and preparing young women for their future in society is fundamental to our purpose. Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), we have been able to increase the PAN and engage in outreach to the local primary school community. This, together with the inclusion of a lower qualifying score for disadvantaged local children in the entrance examination, has resulted in a significantly increased proportion of our school population coming to us from disadvantaged backgrounds. We are proud of our progress in this arena, but there remains much to be achieved. We continue to develop the quality of our provision to ensure true inclusivity for all, regardless of socio-economic background, disadvantage, or additional need.

The successful candidate will have significant strategic influence in shaping the quality of this education, through the leadership of evidence-based teaching, learning and pedagogical practice. They will lead to ensure our support beyond the classroom is proactive in enabling every young person to be equipped with the learning skills, attributes and resilience to be exceptionally successful learners as they journey through our school and beyond and to ensure that as a school we address any barriers along the way.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we:

- Provide opportunities for each student to achieve the highest possible standards
- Inspire a love of learning for its own sake
- Foster self-esteem and sensitivity to the needs of others
- Develop an appreciation of our cultural heritage
- Equip each student to take a responsible place in society

THE MERCIAN TRUST

The Mercian Trust brings nine very different and individual schools across Sandwell and Walsall together as a single Multi-Academy Trust. Our Trust exists **to increase opportunities and improve outcomes**. Our mantra is **“Life to the full in pursuit of what is good, right, and true.”**

Our nine schools are unique in their identity and united by their ambition to offer the best possible future for their students.

Our nine schools are:







- Aldridge School
- Queen Mary's Grammar School
- Queen Mary's High School
- Shire Oak Academy
- The Ladder School
- Walsall Studio School
- Q3 Academy Great Barr
- Q3 Academy Langley
- Q3 Academy Tipton

Whilst each School has its own distinct ethos and approach, we have this over-arching aim in common: we prepare all our students to enjoy life to the full by inspiring them to:

- Realise their potential as learners
- Thrive in the world of work
- Make a positive contribution to the local, national and international community

The Mercian Trust respects the autonomy of its member schools but, through collaboration, fosters strengths that are greater than the sum of its parts. Working together as a Multi Academy Trust provides a framework for sharing expertise and enthusiasm, resources and ideas.

THE MERCIAN TRUST STRATEGIC INTENT

COMMON PURPOSE (OUR MISSION)	Increasing Opportunities, Improving Outcomes.		
LIFE TO THE FULL (OUR VISION)	Equipping our students to (1) realise their potential (2) thrive in the world of work (3) make a positive contribution to the local, national and international community.		
GOOD RIGHT & TRUE (OUR APPROACH)	Good: Honesty, integrity, and positivity in our approach to people and tasks. Right: Professionalism, teamwork, and a pioneering spirit (innovation). True: Accuracy, precision and sincerity in our work.		
OUR PRIORITY THEMES			
	Transformation: Social Mobility, Social Justice. 1.1 Develop and deliver an ambitious, relevant and responsive CURRICULUM inside and outside the classroom (academic, vocational, enrichment and cultural). 1.2 Enhance aspirational, inspirational, evidence-based TEACHING and experiential LEARNING . 1.3 Support students' physical SAFETY , mental WELLBEING and CHARACTER development including through student leadership in the community.		
	System and Structures: Enabling Successful Schools. 2.1 Develop effective MAT CENTRAL TEAMS , structures and systems to support schools with clear SLAs that demonstrate commitment and drive improvement. 2.2 Recruit, develop and maintain effective LEADERSHIP AND GOVERNANCE at all levels while succession planning for the future. 2.3 Strengthen leaders' commitment to the students and staff in more than one school through COLLABORATION and SYSTEM LEADERSHIP .		
	Digital Transformation: Teaching, Learning and Leadership Practice. 3.1 Upskill teachers to become experts in DIGITAL TOOLS and PLATFORMS (personalising high-quality content and interaction with students). 3.2 Reduce STAFF WORKLOAD and discover NEW EFFICIENCIES through collaboration, automation (AI/IoT), innovation and influence beyond one school. 3.3 Optimise evidence-based decision making through DATA ANALYTICS .		
	Becoming an Employer of Choice 4.1 Further develop a well-trained, professionally SKILLED & MOTIVATED workforce (through opportunities + CPD beyond one school). 4.2 Deliver consistent, harmonised PAY and CONDITIONS OF SERVICE as one employer committed to fairness across uniquely diverse schools. 4.3 Introduce staff rewards and RECOGNITION and increase staff retention and internal PROGRESSION (promotion within the Trust) for staff [Note: This links to our EDI commitments].		
	Growing the Trust (in size and influence) 5.1 Demonstrate TRUST CAPACITY through improvements in existing schools (performance tables) and through securing GOOD AND BETTER OFSTED JUDGEMENTS that are recognised by parents, external stakeholders, future partners, and the DFE. 5.2 Increase STUDENT NUMBERS C.5K -> C.10K through increasing PAN, recruitment/retention in post-16 and through additional schools joining the Trust. 5.3 Realise EXPANSION projects and BUILDING PROGRAMMES .		
OUR TOOLKIT			
	Scheme of Delegation QA & External Reviews Single Digital Platform	System Leadership Integrated Business Planning Professional Support Services	Professionalised Governance Teacher & Leader Development Therapists / Clinical Team
External Network Contribution: DFE Advisory Boards, CST, Chartered College, Whole School SEND, LLSE, UoB			

JOB DESCRIPTION

As an Assistant Headteacher responsible for Teaching and Learning, you will carry out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document, and the Mercian Trust's policies and procedures.

Post Title:	Assistant Headteacher - Teaching and Learning
Reporting to:	Deputy Headteacher
Responsible for:	Identified Subject Leaders, other TLR post holders as appropriate, teaching staff
JOB PURPOSE	
<ul style="list-style-type: none"> Under the reasonable direction of the Headteacher Communicate and maintain the school's ethos, values and vision compellingly Support strategic leadership at all levels Lead by example, holding and articulating clear values and moral purpose, focusing on providing excellent academic and personal achievement for all students Support with the day-to-day operation of the school, maintaining a high profile and being a visible leader Demonstrate high expectations for and of all and promote positive relationships with staff, parents and colleagues in our and other schools and external agencies Support the Head Teacher, working in collaboration with the Senior Leadership Team and in consultation with the Local Governing Body to implement the school improvement plan, taking due note of school self-evaluation Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment. Along with all senior leaders promote the safeguarding the welfare of children and young people within the school Leading on delegated area of responsibility, specifically the strategic leadership of teaching and learning. 	
KEY AREAS OF IMPACT AND RESPONSIBILITY	
The following outlines the key areas of impact in addition to those of the main scale teacher.	
General Duties	<p>As an Assistant Headteacher you will:</p> <ul style="list-style-type: none"> Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school Lead by example and be committed to high expectations for and of all Assist in the day-to-day running of the school Maintain a high profile around school uphold and embed a culture that enables students and staff to achieve academic and personal excellence Help to improve the outcomes and progress of all students, including those who are disadvantaged Support with the effective deployment of resources to secure excellent outcomes for all students Have a deep and accurate understanding of the school's effectiveness and strategies for improvement Contribute to create a climate in which teachers are motivated and are encouraged to develop their practice Promote inclusion, equality of opportunity and diversity Work effectively with all stakeholders and external providers to secure the best outcomes for all Contribute and take an active part in SLT meetings and other key meetings as appropriate Participate in and support in the organisation and management of whole school events Provide performance management and line management to selected staff, including through the setting and evaluation of challenging objectives and comprehensive reviews of performance



	<ul style="list-style-type: none"> Play a full part in the life of the school community, to support the school ethos and to encourage staff and students to follow this example Participate in the recruitment and development of teaching and support staff of the school Actively promote school policies Sustain professional development in agreement with line manager Be committed to the ethos of The Mercian Trust and engage with and support colleagues in other Mercian Trust schools as requested Deputise for the Deputy Headteacher when required and in their absence <p>Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above as is reasonably requested by the Head Teacher or their delegate.</p>
Specific Leadership Duties Strategic Leadership of Teaching and Learning	<p>As an Assistant Headteacher you will:</p> <ul style="list-style-type: none"> Develop and embed research informed and contextually appropriate strategies for excellent teaching and learning, leading to consistently high student achievement Develop and enhance the teaching practice of others (including coaching and direct support) Ensure the accurate monitoring of teaching and learning standards within the school through organising and monitoring quality assurance activities such as lesson observations, work scrutiny and student voice Provide appropriate intervention to support teachers whose teaching does not meet expected standards Analyse and plan for future needs and for the further development of teaching and learning within the local, national and international context Contribute to developments by sharing best practice and promote innovative initiatives and networks including links with external contacts such as other educational bodies, employers and professional bodies to foster collaboration Remain well informed regarding national developments for teaching and learning Work in collaboration with the Deputy Headteacher to write and deliver a strategic plan to ensure that technology enhances classroom teaching, learning and student experience Design, develop and lead innovative professional development programmes for teachers and leaders in line with school improvement priorities and identified areas of need Maintain up-to-date records of teacher standards, CPD undertaken by staff and the impact of training and support programmes on teacher and student performance Contribute to the school's self-evaluation and school improvement plan for this area of responsibility Act as Professional Mentor for ITT students, leading, coordinating and quality assuring the ITT programme, ensuring the mentoring and progression of trainees Act as Induction Lead for the Early Career Framework, ensuring the design, delivery and support for the Framework meets need Design, lead and implement the teaching and associate staff induction programme, to include school procedures, safeguarding and support; ensuring successful integration of new colleagues, organising additional support where identified.
Knowledge and understanding	<ul style="list-style-type: none"> A clear and well thought out understanding of current educational issues, theory, practice and pedagogy Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements School improvement and effectiveness strategies including the process of school self-evaluation Principles and practices of formative and summative assessment, data collection systems and analysis of school and national level data

	<ul style="list-style-type: none"> Principles and planning of effective leadership and management of change.
Managing own performance and professional development	<ul style="list-style-type: none"> Take responsibility for their own professional development and keep up to date with research and developments in pedagogy and in the subjects that they teach Understand the professional responsibilities in relation to the Queen Mary's High School and Mercian Trust policies and practices Act as a role model to the student and staff body in their presentation and in their personal conduct Evaluate their own teaching critically and use this to improve their effectiveness Engage positively in the school's arrangements for Performance Management, using the process as an opportunity to develop and improve practice.

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Other:

Further specific whole school leadership responsibilities will be agreed between the Headteacher and the successful candidate, considering their expertise and that of the existing senior leadership team members. These may be changed throughout the duration of the post to support the professional development of all members of the leadership team.

PERSON SPECIFICATION

This is a guide and it is not expected that any one candidate will necessarily fulfil all of the listed points.

Education and Training

- Good honours degree
- Qualified Teacher Status
- Further relevant professional training including evidence of preparing for senior leadership
- Further study, e.g. NCSL programme

Knowledge and Understanding

- Well informed about current developments and initiatives in education.
- Understanding of use of data to monitor student progress and assessment tools to monitor teaching and learning
- Skills development, monitoring and intervention to ensure progress
- Understanding of barriers to learning, ways of motivating people and strategies to address underachievement

Experience

- At least 5 years highly successful teaching experience
- Previous middle leadership experience
- Implementing improvement plans, identifying priorities and evaluating impact
- Identifying excellent classroom practice to enable teachers to improve through effective feedback
- Monitoring, evaluating and reviewing to identify strengths and intervene to improve progress
- Using information to increase attainment and identify effective interventions to ensure students make progress
- Have led on a whole school initiative, working with SLT and the Governing Body
- Work in more than one school

Professional Skills

- Ability to make and sustain excellent relationships and build rapport with all stakeholders, promoting the school's vision and values
- Excellent leadership skills, adaptable and flexible, holding people to account and getting the best out of others
- Demonstrating consistently good and outstanding classroom practice
- Ability to make and implement difficult decisions
- Ability to work with staff, motivate teams and individuals to implement changes across the school
- Ability to see a job through to conclusion, deliver and demonstrate outcomes
- Ability to be a team player
- Strong communication skills orally and in writing in order to work with different audiences and report effectively
- Ability to think strategically
- Quality assurance: strong monitoring, evaluating and reviewing practices

- Ability to give clear direction, determine priorities and ensure that others uphold policy and practice
- Strong ICT skills and good numeracy

Professional Values and Practice

- High expectations with regard to all school standards and the ability to foster success in others
- High standards of professionalism and a consistency of message in line with the school's ethos, values and expectations.
- Collaborative, collegiate and inclusive leadership, sharing effective practice in approaches and resources
- Genuine interest in young people and their futures and a belief in the potential and ability of all
- Ability to manage and ensure that effective child protection and safeguarding practices are followed
- Ensure that equality and diversity are reflected in all aspects of school culture and practice
- Commitment to all aspects of school life

Personal

- Aspiring to further promotion in the future
- Strong moral purpose, commitment to equality and diversity
- Creative, innovative thinker, willing to take calculated risks
- Able to inspire, motivate and engage, bringing people along
- Energetic, enthusiastic, resilient
- Excellent communicator
- Strong personal impact, presence, self-efficacy and confidence
- Able to lead assertively and encourage initiative in others
- Able to reflect on own practice and that of others, being flexible and adaptable
- Calm under pressure, prioritising and managing time effectively
- Ability to respond immediately to changing needs and circumstances
- Reliability, integrity and commitment, a genuine interest in learning
- Commitment to restorative practice approaches
- Commitment to student well-being and the safeguarding and protection of young people from harm

HOW WE VALUE EMPLOYEES AT QUEEN MARY'S HIGH SCHOOL

We are proud of our comprehensive range of staff benefits that include:

- A superb staff team committed to doing their very best for their students
- Teachers and leaders are provided with a laptop to support their role
- Regular Staff, Faculty and Pastoral briefings to support good communication
- We are constantly streamlining all systems and processes so they take less time
- Countless opportunities to get involved in the wider life of the school- Duke of Edinburgh, school performances, sports team, music
- Complimentary use of the school's fitness suite to support your physical and mental wellbeing
- Teacher Pension or Local Government Pension inc. Employer Contribution
- Employee Surveys, which empower employee voice with regular consultation, engagement and feedback
- Continued personal and professional development and learning, to aid career progression including full access to LinkedIn Learning
- Financial wellbeing support
- Mental Health First Aiders
- Occupational Health Service
- Employee Assistance Programme – 24/7 free confidential advice
- Onsite parking
- Flu vaccinations
- Cycle to work scheme
- A diverse and inclusive workforce
- A positive workplace culture that prioritises the wellbeing of our employees with policies that encourage respect, trust, empathy and support

We are not complacent, and our employee offer continues to develop. We are committed to improving:

- Our already strong CPD offer with even more relevant training available for all staff
- Our internal communications and staff engagement processes to ensure that you are clear in your role and that your voice is heard
- Our status as an 'employer of choice' in Sandwell and Walsall

SAFEGUARDING AND SAFER RECRUITMENT

- The Mercian Trust and Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).
- Candidates should be aware that we will carry out an online search about you for information that is publicly available online. This will only be carried out on shortlisted candidates prior to interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2022. Any data collected during this search will be retained in line with our retention schedule which is available on request.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

[https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

- This post is covered by Part 7 of the Immigration Act (2016), and therefore the ability to speak fluent English is an essential requirement of the role.

HEALTH AND SAFETY

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters
- Carry out their work and duties in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

KEY INFORMATION – HOW TO APPLY

Post	Assistant Headteacher (Teaching and Learning)
Responsible to	Deputy Headteacher
Responsible for	Identified Subject Leaders, other TLR post holders as appropriate, teaching staff
Contract and Salary	Full time, permanent L11-15
Start Date	1 st September 2023
Closing Date	24 th April 2023, 2pm
Interview Dates	3 rd and 5 th May 2023
How to apply	Complete the Mercian Trust Teaching Staff Application Form.

Please submit a supporting statement / letter no longer than 1000 words on the following:

- How your recent and relevant experience has prepared you to be successful in this Assistant Headteacher (Teaching and Learning) post
- Describe a significant in school initiative you have led and outline how this has had an impact on student progress and / or outcomes.

Please note – your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process. You may wish to use sub-headings to structure the response.

Send completed applications to Miss Tomkinson, the Head Teacher's PA, via m.tomkinson@qmhs.merciantrust.org.uk