

Vacancy: Assistant Headteacher

Applicant Information Pack



Welcome

Dear Applicant,

Thank you for your interest in the currently advertised position of Assistant Headteacher at North Huddersfield Trust School. It is a wonderful opportunity for the right person to play a key strategic role in the continuing growth, development and improvement of a truly unique community based educational establishment. Our ethos is to provide a challenging, ambitious, inclusive education designed to create engaged, critical and resilient learners equipped to become the people who define, shape and transform society. The narrative of the school is remarkable and I feel privileged to have been given the opportunity to lead the next phase of its history.

This position arises due to the promotion of the previous incumbent to Deputy Headteacher which was part of an expansion of the current senior team; a reflection of the increasing student numbers. Details of general roles and responsibilities across this team are included in the application pack.

The focus of the advertised role is Teaching and Learning, the major elements of which include:

- the quality assurance of teaching and learning
- the development of classroom practice underpinned by a model of review, research and implementation
- assessment for learning – implementation and impact
- staff CPD

The role includes the line management of a team of two Lead Practitioners who are central to our strategy for continuous and sustainable improvement. The successful candidate will have the opportunity to build on the significant work to date and shape future strategic improvement. It is an ideal opportunity for a suitable experienced middle leader who is ready for the step into senior leadership or for someone with whole school leadership responsibility looking for a new challenge.

I took up post in 2019, with the majority of the senior team having been appointed since this time. Staffing as a whole sees a positive balance between colleagues who are relatively new to NHTS and a number who have been part of the school for a much longer period of time. When the school first opened in 2011, there was the matter of 340 students on roll. In September 2022, we will be welcoming over 940, including three-year groups with an over PAN intake of 210. The LA have proposed a permanent increase in the PAN (from 180 to 210) with plans for a new teaching block to open in September 2023.

During the last three years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and at the beginning of the current academic year, our Student Parliament was launched; this is an integral element of our leadership programme that gives a voice and an influence to the people we believe will shape and transform society. Significant developments to the physical school environment are in-process, including the refurbishment of the theatre, improvement of the cosmetic appearance and the functional effectiveness of a number of key teaching spaces and brand new, professionally designed displays across the site. Interactive teaching boards and brand-new furniture will soon be installed in every teaching space.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it. Should you wish to visit us, this can be arranged during the mornings of the following dates:

- **Monday 20 June 2022**
- **Thursday 23 June 2022**

Please contact nbrown@nhtschool.co.uk to arrange.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.

Yours sincerely



Andrew Fell
Headteacher

Vacancy Details

Assistant Headteacher: Teaching and Learning

Salary: L14 – L18

Closing date: 9am Monday 27th June 2022

Start Date: January 2023 (or before if possible)

Interview Dates: Thursday 7th and Friday 8th July 2022

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school which is outstanding in its work around students' personal development, well-being, safety and security. We continually drive forward standards and are passionate about maximising the potential in all. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn.

The successful candidate will play an integral role in school improvement - taking specific responsibility for *Teaching & Learning* – in driving forward standards, progress and achievement and contributing fully to strategic leadership, direction, quality assurance and staff management. The vacancy arises with the current postholder securing a promotion to Deputy Headteacher at NHTS which was part of an expansion of the size of the team. It is a demanding role but one in a school which is both vibrant and supportive. This vacancy represents an excellent career opportunity to be part of a team which has proven abilities to do the best for its students, their families and the wider community.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you wish to apply for this post, please apply through the TES Website www.tes.com or North Huddersfield Trust School website www.nhtschool.co.uk. If applying through the school's website, applications should be returned to Nora Brown nbrown@nhtschool.co.uk. Informal conversations can be arranged with the Headteacher; please contact Lindsay Taylor – ltaylor@nhtschool.co.uk – to arrange.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Job Description

Role	Assistant Headteacher
Grade (SCP)	L14 – L18
Weekly hours	Full time

Role Summary

To maintain and improve standards, achievement and student progress and development by contributing fully to strategic leadership, direction, quality assurance and staff management as a senior leader. Accountable for pre-defined areas, encompassing whole school improvement.

Key Responsibilities:

1. Whole School Leadership
2. Line Management
3. Teaching and Learning
4. Personal Development
5. General

Duties

Key accountabilities	Key tasks
Whole school leadership	<ul style="list-style-type: none">• As a member of the senior leadership team, lead the monitoring, evaluation and review of all aspects of school life• Support the Headteacher in managing the school effectively and ensuring the successful implementation of change• Take responsibility for key strategic areas of the school as directed and agreed with the line manager• Motivate and empower others to deliver the school's vision• Set an excellent example to staff and students• Represent the school with stakeholders and external bodies• Contribute, shape and deliver the school development plan, taking ownership of specific aspects linked to the role's responsibilities• Share general aspects of school management, including recruitment, staff development, organising and supporting events and communication• Provide a significant presence around school every day, including the carrying out of duties and detentions• Ensure the school's policies are up to date and reviewed regularly• Responsible and accountable for the management and reporting of key aspects of school life as agreed with the Headteacher, ensuring that stakeholders, including Trust partners and governors are kept up to date regarding the school's progress• Deputise for the Deputy Head from time to time as required

Line Management	<ul style="list-style-type: none"> • Manage staff within departments as agreed with the Headteacher • Play a key role in ensuring the school develops and supports colleagues • Follow the school's performance appraisal procedures • Assess and report on the impact of own and others' work regarding student progress and whole school improvement
Teaching and Learning	<ul style="list-style-type: none"> • Fulfil the professional responsibilities of teacher standards • Work within the boundaries of school policy, including appropriate consideration of school budget and resources • Contribute to the design and delivery of departmental and whole school development plans • Responsible for the learning and achievement of all students in allocated classes, ensuring an inclusive and differentiated approach • Responsible and accountable for achieving at least good outcomes for all students • Create and maintain a vibrant and positive learning environment where students can thrive • Responsible for continually driving standards to ensure that all students have the opportunity to maximise their potential • Adhere to deadlines for all assessment, reporting and other aspects of school life as agreed or directed • Set an excellent example to students of good behaviour, professionalism and respect • Consistently uphold the school's behaviour policy • Build and maintain positive working relationships with stakeholders, including colleagues, students and parents, ensuring that communication is timely and accurate and in line with the school's ethos
Personal Development	<ul style="list-style-type: none"> • Develop self and others through the participation in the school's continual professional development programme • Continual development of teaching skills, seeking and embracing new and creative techniques and technologies • Contribute to the school's extra-curricular and / or transition programmes • Seek opportunities to develop leadership skills • Assist in the recruitment of new staff
General	<ul style="list-style-type: none"> • Always uphold the school's PRIDE agenda • Adhere to strict standards of confidentiality • Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Headteacher/Deputy Head
Responsible for:	Lead Practitioner

Person Specification

The selection panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria outlined below. Please use this to inform your letter of application which should be **no longer than two sides of A4, font 11.**

	ESSENTIAL	DESIRABLE
Education training /	<ul style="list-style-type: none"> ✓ Degree and Qualified teacher status ✓ Evidence of continuous professional development 	<ul style="list-style-type: none"> ✓ NPQML or equivalent school leadership qualification(s)
Experience / specialist knowledge / skills	<ul style="list-style-type: none"> ✓ Successful teaching across KS3 and KS4 ✓ Current educational issues, including national policies, priorities and legislation ✓ Substantial, successful experience as a middle leader in a secondary school ✓ Quality assurance systems, including school review, self-evaluation and performance management ✓ Devising, implementing and evaluating improvement plans ✓ Quality assurance processes ✓ Line management of colleagues ✓ Performance management of colleagues ✓ Effective and sustainable strategies to raise standards ✓ Working effectively with a range of internal and external stakeholders including middle and senior leaders, governors, parents and members of the wider school community ✓ Ability to use data to identify patterns and priorities and to set targets ✓ Understanding of high-quality teaching and the ability to model this for others ✓ Effective communication and interpersonal skills ✓ Ability to communicate to a vision and to inspire others 	<ul style="list-style-type: none"> ✓ Experience as a senior leader in a secondary school ✓ Leading staff development ✓ Leading, implementing and evaluating whole-school change projects ✓ Understanding of budget management linked to strategic improvement

	<ul style="list-style-type: none"> ✓ Ability to build effective working relationships ✓ Strong written and verbal communication skills 	
Personal skills	<ul style="list-style-type: none"> ✓ A commitment to securing the best outcomes for all pupils and to promoting the ethos and values of the school ✓ To hold high standards, high expectations and high aspirations for colleagues and students in all situations ✓ Ability to work under pressure and to prioritise effectively ✓ Commitment to maintaining confidentiality at all times ✓ Commitment to safeguarding and equality ✓ Personal commitment to maintain and develop our ethos of diversity, inclusivity and equality of opportunity ✓ Self-aware, reflective and resilient ✓ Constructive under pressure ✓ High aspirations for career progression 	
General	<ul style="list-style-type: none"> ✓ Excellent understanding of safeguarding guidance ✓ A good understanding of school policies 	

Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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Andrew Fell
Headteacher



Deputy Headteacher
Quality of Education



Deputy Headteacher
Inclusion



Assistant Headteacher
(Vacancy)
Teaching and Learning

Assistant Headteacher
*Curriculum and
Attainment*

Assistant Headteacher
Student Experience

Assistant Headteacher
Behaviour and Attitudes

School
Business
Manager

2 x Lead Practitioners

EXTENDED SENIOR LEADERSHIP ROLES AND RESPONSIBILITIES 2022-2023