



**APPLICATION PACK:**

**Assistant Headteacher**



## Assistant Headteacher

**Salary** L14-L18 (£61,042pa-£67,351pa)

**Required for 17<sup>th</sup> April 2023**

Due to the increase in our school roll, we are seeking an outstanding Assistant Headteacher to join our Senior Leadership Team.

This is an exciting role which will give you the opportunity to work closely with the Principal, Head of School and Assistant Headteachers already in post, and assume responsibility for important aspects of strategy and operation.

We are seeking someone who is creative, enthusiastic and resilient and who has a strong desire to achieve the best possible outcomes for the students of The Cowplain School. You must be someone who is comfortable in making decisions and be confident and decisive, backing your judgement and following through on the decisions that you make.

You should combine an academic ambition with a commitment to supporting our young people and it is essential you engage with the three strands of our curriculum which focus on *diversity, developing character and thinking hard*. In addition, we expect you to buy into the vision for our existing and well-established policies and strategies regarding teaching and learning and behaviour, looking to develop and enhance them further.

The exact roles and responsibilities of the position will be discussed with the successful candidate but are likely to focus on teaching and learning, CPD, data, and behaviour, amongst other areas of school improvement. Of most interest to us are your dynamic leadership skills that demonstrate experience of school improvement, likely to have been achieved through successful middle leadership.

You should see this role as a significant step towards further promotion within senior leadership, which we would expect you to assume relatively quickly after a steep learning curve, and be extremely ambitious for the students of The Cowplain School.

To request an application pack please email Mrs Amanda Simmons via [a.simmons@cowplainschool.co.uk](mailto:a.simmons@cowplainschool.co.uk) or access via our website [www.cowplainschool.co.uk](http://www.cowplainschool.co.uk). If you wish to apply for this post you will need to return a fully completed Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

**The closing date for receipt of applications is midday on Monday 30<sup>th</sup> January 2023 at midday.** Shortlisted candidates will be informed later that day and interviews will be held in the week beginning 6<sup>th</sup> February 2023.

*The Academy reserves the right to interview earlier should suitable candidates apply.*

*The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*



## **Letter to prospective applicants from Mr Ian Gates, Principal**

Dear Colleague

Thank you for your interest in this important post. The vacancy has arisen because the school is growing and, whilst we have continually invested in the teaching and support staff, we now need to ensure sufficient senior leadership capacity is in place to allow us to progress further.

I have been in post for almost 10 years and so am well placed to describe a friendly and supportive school that values students, parents and staff. GCSE results have improved by over 20% during that period and most students now come to school wanting to learn and excited about the day ahead.

Teaching and Learning is based on Rosenshine's Principles and, coupled with a very effective CPD strategy, has resulted in high quality teaching. The curriculum has been a key focus over the last few years and middle leaders taken the opportunity to be innovative and creative in its design.

Of course, we want to improve further and would welcome a new member of the senior leadership team who is not afraid of making decisions, sometimes not without risk, but who follows them through and turns those decisions into successes, backing their judgement. In addition, your expertise gained in your current and/or previous schools should enable you to support but also challenge, bringing new ideas to the table that we haven't thought about! Of course, you should also assume credibility by being an excellent teacher as well as being prepared to do all the operational and routine jobs we all do as senior leaders.

The Academy Trust and myself see this opportunity as hugely exciting, as I hope you do. If you wish to apply, I look forward to continuing the seeds of the discussion I have sown above with you at interview, or even before then if you wish to contact me to discuss the position.

I very much look forward to hearing from you.

Yours faithfully

Mr I R Gates  
Principal



## **Post of Assistant Headteacher**

### **Professional Duties**

The School Teacher's Pay and Conditions set out the professional responsibilities of the Assistant Headteacher.

In addition, the Assistant Headteacher is expected and required to:

- Engage in contribute to the setting, formulation and implementation of the future strategy and objectives of the school, under the leadership of the Principal
- Lead in specific areas of responsibilities, as assigned by the Principal
- Lead and manage staff and their performance
- Manage resources as appropriate
- Undertake any professional duty reasonably assigned by the Principal

### **Job Description**

We are looking to appoint an outstanding leader who has the skills and attributes to develop quickly and contribute effectively to the continued improvement of the school.

Therefore, we are looking for a colleague who has excellent leadership skills and who can demonstrate and ensure outstanding standards of attainment and achievement. Consequently, the specific job description is flexible and will be designed in conjunction with the successful candidate, depending on the needs of the school and that person's skills, interests and professional development needs. However, it is likely the role will encompass all or some of the following:

- Playing a key role in ensuring quality learning, behaviour and engagement of students as part of the Leadership Team
- Contribute to the design and implementation of CPD
- Leading of one or more significant areas of development for the school; devising and implementing the strategy for this area as well as monitoring the success of that strategy
- Contributing to school action and improvement plans
- Line managing subject areas
- Leading relevant support staff
- Leading professional development of staff within, but not restricted to, the agreed areas of responsibility
- Supporting accountability processes throughout the school
- Devising strategies and interventions to ensure student progress
- Attending selected trustees' meetings
- Promoting the school in the community by attending selected school events

Therefore, candidates should ensure they meet the criteria outlined in the Assistant Headteacher Person Specification.

## Assistant Headteacher - Person Specification

| Area  | Essential   | Desirable  |
|---|---|--|
| <b>Qualifications</b>   | - Degree / PGCE / QTS   | - Evidence of further study e.g. MA, NPQ etc...  |
| <b>Professional Development</b>                                     | - Evidence of professional learning in preparation for Assistant Headteacher and clear commitment to professional development   |  |
| <b>Experience</b>   |   |  |
| <ul style="list-style-type: none"> <li><b>Teaching</b></li> </ul>   | Proven record of: <ul style="list-style-type: none"> <li>- success as a classroom teacher in relation to attainment and achievement of students</li> <li>- delivering creative and innovative practice leading to outstanding learning</li> <li>- strong relationships with students and parents</li> </ul>   |  |
| <ul style="list-style-type: none"> <li><b>Leadership</b></li> </ul> | Proven record of: <ul style="list-style-type: none"> <li>- effective leadership at middle leadership</li> <li>- success in raising student attainment and achievement</li> <li>- leadership of change</li> <li>- leadership of curriculum development and improvement</li> <li>- developing and implementing successful behaviour management strategies</li> <li>- effective leadership of staff, including experience of using Appraisal effectively</li> <li>- efficient management of budget and resources</li> <li>- successful implementation of teaching and learning initiatives</li> <li>- successful monitoring of the quality of teaching and learning</li> <li>- success in delivering whole school initiatives and securing the impact of those initiatives</li> <li>- using data to inform intervention</li> <li>- development of partnerships and collaboration within or outside the school</li> <li>- securing of success for all student groups including disadvantaged and vulnerable children</li> </ul> | Proven record of: <ul style="list-style-type: none"> <li>- leading initiatives at whole school level</li> <li>- leading and managing support staff</li> <li>- working with, and delivering information to, the governing body</li> </ul> |
| <b>Personal skills, self-awareness and attributes</b>               | <ul style="list-style-type: none"> <li>- be able to operate at Senior Leadership level and think and act strategically</li> <li>- have credibility amongst colleagues as a leader</li> <li>- be energetic, innovative and resilient</li> </ul>  |  |

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>- have personal ambition and ambition for the school</li> <li>- be committed to inclusion</li> <li>- be aware of both personal and collective responsibility and accountability</li> <li>- be able to look inwards and outwards to improve the school</li> <li>- be able to model strong and effective leadership for others</li> <li>- be aware of current debate and discussion related to education and contribute to this debate</li> <li>- Be articulate and approachable with excellent interpersonal, verbal and written skills</li> <li>- Have an optimistic outlook, resilience and a sense of humour!</li> </ul> |  |
|--|---|--|



### **Information for applicants**

**Salary:** L14-L18 (£61,042pa-£67,351pa)

**Start date:** Monday 17<sup>th</sup> April 2023

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Mrs A Simmons  
PA to the Principal  
The Cowplain School  
Hart Plain Avenue  
Cowplain  
Waterlooville  
Hants  
PO8 8RY

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