

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Westfield School, an 11-16 comprehensive secondary with over 1200 students, is an improving and inclusive school.

Westfield School joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7, outcomes are improving, and crucially students and their families tell us they feel happy and safe in school.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future. You can view the school website at: www.westfield-chorustrust.org

Assistant Headteachers (3 posts)

Salary L12 – L16

Full Time - Permanent

To start September 2023

About this vacancy

Chorus Education Trust in Sheffield is seeking Assistant Headteachers to join the Senior Leadership Team at Westfield School. This role would suit experienced Assistant Heads seeking a new challenge, or middle leaders ambitious for the next stage in their career.

Owing to colleagues from Westfield's Senior Leadership Team gaining promotions and taking on Trust-wide roles, we are excited to be able to recruit three Assistant Headteachers to three important areas of responsibility:

- Assistant Headteacher leading Culture of Success
- Assistant Headteacher leading Behaviour & Engagement
- Assistant Headteacher leading Success for Vulnerable Students

Candidates should have a strong record of senior or middle leadership, working proactively and constructively with students, colleagues, and parents. It is essential that you can inspire and lead staff, and be a team player, supporting and coaching middle leaders and working in partnership with SLT colleagues. We are looking for people who are ambitious for our students and for themselves, with a strong commitment to their own professional learning. In return we can offer very strong opportunities for career development, and the opportunity to work within a positive, reflective, strategic and student-focused team.

This is an exciting opportunity to join a school on an exciting journey of improvement, but also a Trust that is committed to providing the very best opportunities for both staff and students. Chorus Education Trust is at an exciting time of growth and seeks to work in partnership with both primary and secondary schools across South Yorkshire and Derbyshire. Members of our schools' Senior Leadership Teams will have the opportunity to work with their equivalent colleagues on developing cross-Trust strategies.

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To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org

Candidates should indicate which role(s) they preference in their application.

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **midnight on 22 February 2023**

Interviews to be held: **wc 27 February 2023**

Applicants may visit the school in advance of application. This can be arranged by contacting Julie Wilson, PA to the Head of School on 0114 248 5221 or email: jwilson@chorustrust.org

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Assistant Headteacher
Group:	Leadership
Salary point range:	L12 to L16
Reporting to:	Head of School
Line Manager of post holder (if different):	Head of School
Post holder will work with:	Senior Leadership team, Subject teams and colleagues across the school
Holiday and sickness relief:	By and for other members of SLT
Purpose of job:	<ul style="list-style-type: none"> To lead the continued development of a Culture of Success with our students and staff. <p>Or</p> <ul style="list-style-type: none"> To lead on the ongoing improvement of Behaviour & Engagement of students, and to lead colleagues in their approaches to supporting excellent Behaviour & Engagement from students. <p>Or</p> <ul style="list-style-type: none"> To lead on Success for Vulnerable Students, leading and co-ordinating provision for those most at risk of disengagement, underachievement and low attendance to ensure they experience success.
	This post may work across the Trust schools.
Version revised:	February 2023

Job Description: duties

The post holder must at all times carry out their responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

The specific duties and responsibilities include but are not limited to:

Role as a member of the SLT at Westfield School

- To assist the Head of School and Deputy Headteachers in the day to day running of the school including taking assemblies, leading a duty teams, assisting in organising parents' evenings, promoting health and safety, and by attendance at extra-curricular and evening events.
- To work with the CEO, Head of School, Governors and Trustees in developing the vision and strategic direction of Chorus Education Trust, Westfield School and the South Yorkshire Teaching School Hub.
- Ensure a school-wide focus on achievement and standards.
- To work with Chorus Trust Board and Westfield Local Governing Body as a member of the sub- committees and through joint working.
- To promote the aims and values of the Trust and school, be a positive role model within the school, with parents and the wider community.
- To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- To be involved in appraisal (performance management), school self-evaluation, including termly self-review.
- To contribute to and lead aspects of the school quality assurance cycle, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Head of School and the Senior Leadership Team on the recruitment, selection and appointment of staff across the Trust.
- To participate in and lead aspects of SLT meetings, middle leader meeting and other strategic meetings as necessary.
- To help develop an ethos of high expectations for staff and students.
- To ensure a realistic consistent and continuous school-wide focus on student achievement, especially underachieving cohorts.
- To work positively and proactively with a wide range of stakeholders in and out of school, for example our SENCO, middle leaders, colleagues in other Trust schools, external agencies, the Local Authority.
- Help develop and maintain an ethos which promotes outstanding teaching, effective learning, and high standards of achievement throughout the school.

Core purpose

Culture of Success	Behaviour & Engagement	Success for Vulnerable Learners
<ul style="list-style-type: none"> To lead the development and implementation of strategies to promote a shared sense of identity and a positive culture of success and respect across school. To lead on promoting and supporting Positive Attitudes to Learning. To lead on celebrating successes of students and staff. To lead on student voice. To lead and co-ordinate curriculum enrichment activities. To co-ordinate Personal Development Time (form time). 	<ul style="list-style-type: none"> To lead the development and implementation of school systems to promote positive behaviour & engagement. To support the professional learning of colleagues ensuring approaches to behaviour management are research informed and trauma informed. To lead on the ongoing development of a consistent use of a 'language for success' across the school. To lead and line manage Heads of Key Stage to support them to be strategic and impactful pastoral middle leaders. 	<ul style="list-style-type: none"> To lead the development and implementation of provision to support our most vulnerable learners to be successful. To work closely with these students and their families: those at risk of repeated suspensions or permanent exclusion, those at risk of non-attendance, those at risk of significant underachievement To act a deputy designated safeguarding lead as part of the wider safeguarding team. To lead and line manage colleagues delivering the various aspects of alternative curriculum/supportive provision for our most vulnerable students.

Class Teacher Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across all key stages.
- To deliver high quality lessons demonstrating outstanding practice and outcomes.
- To maintain positive working relationships with students and staff.

General duties and responsibilities

- To carry out the duties of an Assistant Headteacher as set out in the School Teachers' Pay and Conditions Document.
- To continue to meet the required standards for Qualified Teachers' status.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Assistant Headteacher

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
Qualified Teacher status First degree and QTS. Continuing professional development INSET specific to school leadership & management.	✓		A
Further educational study or action research.		✓	A
Teaching and Learning			
An outstanding classroom practitioner. A successful record of value-added results. Extensive use of student performance data to inform classroom teaching. An understanding of how children learn, of teaching strategies and of the impact they have on children's learning. Clear set of values and knowledge of teaching and learning issues.	✓		A / I / R
Leading role in a recent whole school initiative.		✓	A / I / R
Experience			
Middle or senior leadership team experience with a track record of systematic improvement beyond your own classroom. A record of success in effective and efficient team management. Use of ICT as an effective management and teaching tool. Collaborative working. Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.		✓	A / I / R

<p>Experience in more than one teaching establishment.</p> <p>Two or more positions of responsibility in a secondary setting.</p> <p>Leadership of a whole school initiative that has raised student attainment levels.</p> <p>Previous Leadership Team experience.</p> <p>Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning (ITT/NQT/subject teams etc.).</p> <p>Study support strategies.</p> <p>Multi agency working.</p>		✓	A / I / R
Skills, knowledge, abilities			
<p>An understanding of current educational issues for secondary schools.</p> <p>A full understanding of 11-16 curriculum issues and the lifelong learning agenda</p> <p>An understanding of the process of establishing school improvement priorities and of the role of leaders and managers in monitoring and evaluating a school's effectiveness.</p> <p>Excellent inter-personal, organisational and communication (both oral and written) skills.</p> <p>Skills in planning and managing systems.</p> <p>The ability to analyse, interpret and intervene making best use of performance data.</p> <p>The ability to work closely with staff in pursuit of their professional development.</p> <p>The ability to work as a member of a team.</p> <p>The ability to motivate students and staff.</p> <p>An understanding of the inclusion agenda.</p> <p>A clear image of what makes good and outstanding teaching.</p> <p>Experience of driving school improvement through management link meetings.</p> <p>An understanding of how to ensure students of all abilities achieve.</p>		✓	A / I / R

<p>Knowledge of schools of the future.</p> <p>An understanding of Academy status.</p> <p>A knowledge of the new Ofsted framework.</p> <p>An understanding of inclusion and its role in secondary schools.</p> <p>Developing the most able.</p> <p>Working with teaching schools.</p>		✓	A / I / R
Personal skills			
<p>Positive & caring approach towards students.</p> <p>Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively.</p> <p>Develop and sustain appropriate relationships, motivating and inspiring others.</p> <p>Sets personal high standards and helps others to do the same.</p> <p>Ability to maintain positive morale under pressure.</p>	✓		A / I / R
Child protection			
<p>A commitment to the responsibility of safeguarding and promoting the welfare of young people.</p>	✓		A / I