



# ASSOCIATE ASSISTANT HEADTEACHER (ENGLISH)

START DATE: SEPTEMBER 2024



**SAST**

SCHOOLS ACHIEVING SUCCESS TOGETHER

February 2024



Dear Applicant,

Thank you for expressing an interest in the post of Associate Assistant Headteacher (English) at Sturminster Newton High School.

Accompanying this letter is information about the school and the department, which we hope will provide you with everything you need to know to apply for the post. The school website gives further details about us.

This is a permanent, full-time post commencing at September 2024. Our new recruit will join a team of professional, experienced and able specialists, dedicated to continuing to provide the high level of teaching to which our students have become accustomed.

Sturminster Newton High School is a mixed 11-18 comprehensive school with a good reputation as a small, community focussed school serving a wide rural catchment area. We are extremely proud of our school where we set high standards for academic and personal achievement and we value the size of our school community which allows staff and students know one another and students to be treated and valued as individuals.

The school promotes a happy and purposeful teaching environment, where all are supported and encouraged to do their best. *"pupils are now making better progress than they have in previous years."* *Ofsted 2018*. In September 2021 the school introduced a broad enrichment programme, designed to compensate for missed opportunities during the pandemic, where we offer a variety of academic, creative, sporting and wellbeing activities run by the school and local community.

We are proud to be a SAST School. SAST is a multi-school trust, formed in June 2017, with 18 schools across Dorset and South Somerset. We have more than 5,700 students and over 850 members of staff. There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 5 secondary schools, some with a Sixth Form provision. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

We are looking for a team member with high expectations and standards, the ability to inspire but also the capacity to laugh and enjoy the challenges of this role. You need to be a team player and you will go the extra mile to support. In return, you will join a trust that is full of activity, opportunity, and optimism. You will be strongly supported by our SLT in your work to ensure our provision is the best.

You are very welcome to visit us in advance of an application or to contact us to find out more.

We look forward to reading your application and we will contact all applicants following shortlisting.

Very best wishes

Donna London-Hill  
Executive Headteacher

# THE ADVERT & APPLICATION PROCESS

We look forward to receiving your application by **9am, Monday 26<sup>th</sup> February 2024**  
If invited for interview, these will be held on **Tuesday 05<sup>th</sup> March 2024**

**Salary:** L3 – L7 (£49,574 - £54,816 per annum) subject to experience  
**Contract:** Permanent, full-time

We are looking to appoint an inspirational Associate Assistant Headteacher at Sturminster Newton High School to join our passionate and hardworking Senior Leadership Team. The postholder will be responsible for being Head of English and the Line Manager of Drama and Media. They will also have a whole school responsibility for Literacy and the implementation of a whole school Literacy Strategy. This role is the first step towards leadership and is a growth and development opportunity for the successful candidate. These opportunities will sit alongside the normal responsibilities of a classroom teacher and leader in our school.

You are asked to provide the following:

- A completed application form
- A letter of application of no more than 2 sides of A4 detailing your experience, expertise and how you would implement the whole school literacy strategy at SNHS

Completed applications should be returned by email to: [recruitment@sast.org.uk](mailto:recruitment@sast.org.uk)

Should you wish to arrange a visit to view the school, please do not hesitate to contact Jo Bruton at [4179jbr@mynhs.net](mailto:4179jbr@mynhs.net) who will be happy to arrange this.

*SAST will conduct online searches of shortlisted candidates. In line with KCSIE guidance, this will be part of safer recruitment checks, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.*

*Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.*

*This role is UK-based and your right to work will need to be established as part of the appointment process.*

*(Internal ID Number: RAF375)*



# JOB DESCRIPTION

**Post:** Associate Assistant Headteacher

**Scale:** Leadership Pay Scale

## Essential Qualifications and Training

- Qualified Teacher Status to degree or equivalent.
- Evidence of recent professional development (in part relevant to senior management activity)

## Experience and Potential

- Those who are looking to step into a leadership role.
- Those who have experience of leading a whole academy initiative
- Those who have demonstrated leadership and management experience with demonstrable impact

## Skills and Abilities

- Significant successful teaching experience and excellent classroom practitioner.
- Effective communicator.
- Solution focused thinker.
- Knowledge and understanding of current educational priorities.
- Ability to articulate a sound educational philosophy consistent with the school's aims.
- Enthusiasm and ability to inspire learners.
- Flexibility.
- A willingness to learn from others.
- Sensitivity and empathy to pupils' needs.
- Ability to offer a range of teaching and learning styles.
- Ability to use ICT in an educational context.
- Ability to lead and manage colleagues and to get the best out of them.

## Disposition and Attitude

- Commitment to comprehensive education.
- Cheerful, optimistic, and hard-working.
- Emotional intelligence which is courageous in challenge and persuasion.
- Resilience.
- Belief in pupil-centred approaches to teaching and learning.
- Belief in equal opportunities.
- Belief in community learning.
- Suitability for Working with Children.
- Understand their responsibilities related to children's safety and welfare



# PERSON SPECIFICATION

We always seek to appoint colleagues who possess core attributes that are consistent with our School's special culture and ethos. These are listed below. For senior leadership posts additional knowledge, experience and skills are sought. All of these aspects will be reviewed through the full recruitment and assessment process.

## **Essential senior leadership knowledge, experience and skills**

- Whole school strategic leadership experience at Senior Leadership Team level
- Able to demonstrate significant and sustained impact at a whole school level and particularly in the development of maths provision
- Significant demonstrable impact in leading and line managing curriculum areas – especially english
- Experience of working with and developing high performing teams and schools, inspiring and motivating others to be their best
- Developed leadership and management skills – an attention to quality and detail
- Understanding and utilising high level performance data to improve outcomes
- Outstanding teaching - able to coach, mentor, support, and develop colleagues
- Design, lead, collaborate on staff professional development and training
- Setting ambitious standards for all students, overcoming disadvantage and advancing equality
- Lead by example through a blend of personal humility and professional will, with integrity, creativity, resilience, and clarity
- Outward-looking, working with other schools and organisations, championing best practice and secure excellent achievements for all pupils
- Sustained wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Strong sense of accountability for conduct, work and impact on students' outcomes
- Experience of presenting to large audiences of students, governors, parents and staff
- Create a sense of trust and confidence through calm and assured decision-making

## **Inter-personal attributes**

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

## **Communication and Interaction**

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

## **Planning and Organising**

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

## **Knowledge**

- Good honours degree and/or relevant high level expertise
- A real knowledge and interest in educational issues, approaches and alternatives from around the world

- Strongly support the ethos and culture of the school

### **Leadership**

- Have an exciting vision for your subject which can be shared and constantly enhanced
- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

### **Problem Solving**

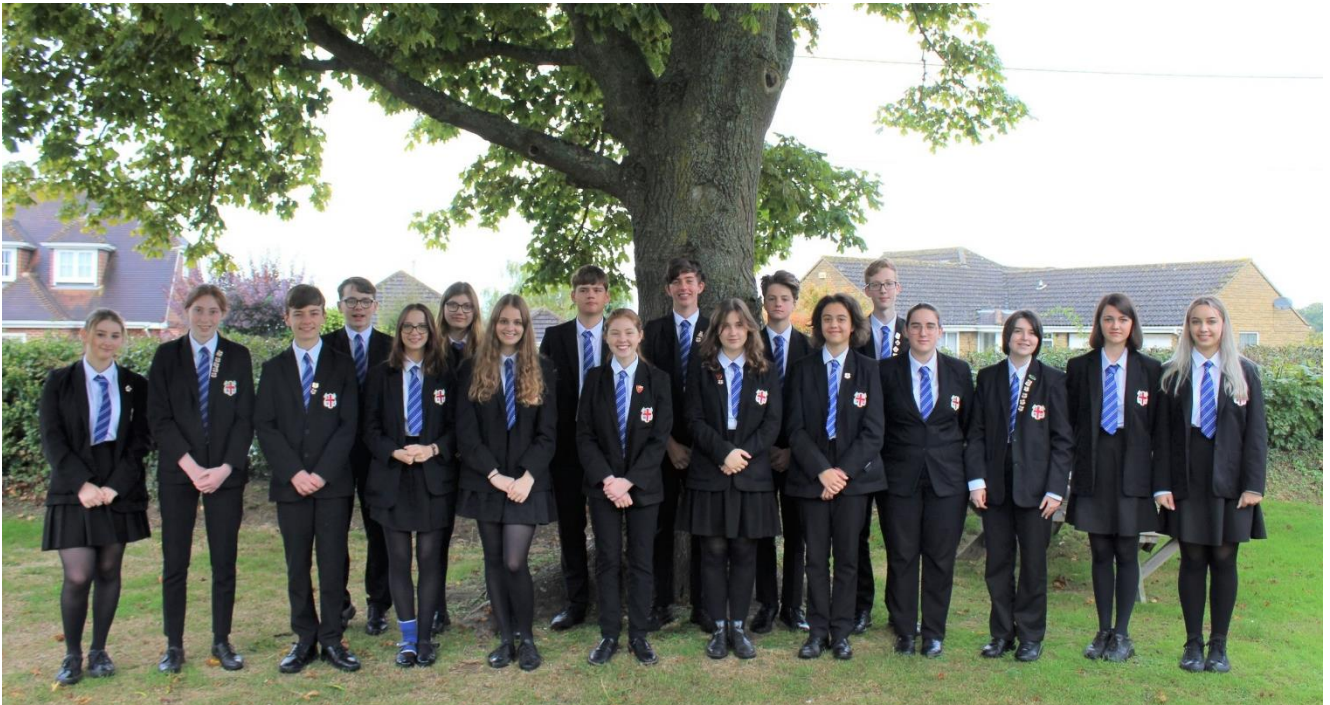
- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

### **Resilience**

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mindset

### **Self-evaluation**

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share, train, and support others



# ABOUT STURMINSTER NEWTON HIGH SCHOOL



## About us:

Sturminster Newton High School is a mixed 11-18 comprehensive school with a good reputation as a small, community focussed school serving a wide rural catchment area. We are extremely proud of our school where we set high standards for academic and personal achievement, and we value the size of our school community which allows staff and students know one another and students to be treated and valued as individuals.

As a small school based in Dorset, one of our strengths is that we know our students well and are able to help them succeed on a personal level. The school promotes a happy and purposeful teaching environment, where all are supported and encouraged to do their best.

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Young people leaving this school will be confident individuals with the necessary 'life' skills for further success at university, college or in employment. We emphasise the development of good organisational, communication, ICT and problem-solving skills, thus developing young people who can use their initiative and relate well to others. *"There is a strong moral commitment to ensuring all pupils receive a broad range of opportunities in Key Stage 3."* Ofsted 2018. In return, we expect good manners, a respect for the school and a positive attitude towards learning.

Our aim is to build upon the existing standards and successes and develop all aspects of school life whilst educating all students in the widest sense academically, emotionally and socially working in partnership with parents we strive to provide students with a broad, balanced and supportive education. *"The school's approach is ensuring that there is a rigorous and appropriate academic curriculum for all pupils that will help to prepare them for the next stage in their education"* Ofsted 2018

In 2018 the school was inspected with the new OFSTED framework and judged securely 'good' and GCSE and A level results are strong. *"Leadership is successfully combining the school's long standing caring and compassionate ethos with a greater focus on ensuring that pupil achieve all they are capable of."* Ofsted 2018

## The local area:

The school is situated on the edge of the small market town of Sturminster Newton. The surrounding area is rural comprising many farms and small towns/villages.

Within travelling distance is the Jurassic Coast, beaches and areas of outstanding natural beauty. The area is very well served by a range of village and local primary schools. The buildings in which the school is housed date from 1960 to 1995 and continual refurbishment and updating ensures that the school retains a 'cared for' feeling which is respected and appreciated by students.

There are extensive playing fields and superb views of the surrounding area from the school site.



## **Students**

We currently have an admission number of 120 per year and approximately 620 on roll. This includes approximately 100 students in our Sixth Form which we run in partnership with Shaftesbury School. The partnership offers a range of A Level and other post 16 courses on our site for students based here at Sturminster Newton and at Shaftesbury.

## **Staff**

The staff within the school are key to its success and we are fortunate in having well qualified, supportive staff in all posts across the school. Curriculum areas are staffed with specialist teachers working in specialist rooms.

## **Curriculum, Teaching and Learning**

The school works effectively with a range of partners in order to give students the widest possible opportunities at all key stages.

There is a wide range of activities beyond the classroom including lunchtime and after school clubs, enrichment sessions, visits (both during the school day and the evenings) and residential trips. Such activities are indicative of the commitment of our staff to giving the best experience of being a student at SNHS.





# INFORMATION ABOUT WORKING FOR SAST



SAST is a multi-school trust, formed in June 2017, with 18 schools across Dorset and South Somerset. We have more than 5,700 students and over 850 members of staff. There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 5 secondary schools, some with a Sixth Form provision. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

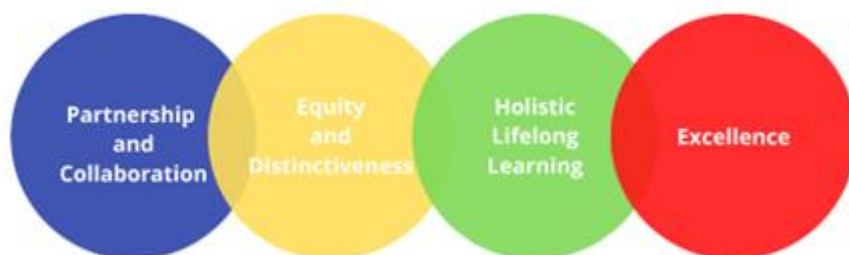
## **Our Schools:**

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-school trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years.

## **What we value – our ethos:**



### **Partnership and Collaboration**

Our schools support each other, by sharing expertise and resources, to ensure improvement.

### **Equity and Distinctiveness**

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

### **Holistic Lifelong Learning**

We promote the personal development of every child and a love of lifelong learning for our students and staff.

### **Excellence**

We provide a high-quality education to enable all students and staff to aspire, thrive and succeed.

### **Organisation - How we work:**

All our schools are successful. Of course, we recognise that we need to continually improve and evolve. The priority is to enable every school to continue to provide an excellent education for all our students while protecting their role at the heart of the community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

### **Partnerships:**

Partnership and collaboration is a core feature of all our schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The schools have always worked closely together across Dorset and Somerset.

### **SAST Benefits:**

As part of SAST, we can offer you a range of benefits including:

- High- quality CPD opportunities
- A strong and highly experienced network of Trust senior leaders
- Access to the Local Government Pension Scheme
- Employee Assistance Programme
- On-site nursery provision at some of our schools
- Cycle to work scheme

