



**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

**ASSOCIATE ASSISTANT  
HEADTEACHER**

**CANDIDATE PACK**



**WWW.BOTELER.ORG.UK**



# CONTENTS

<b>LETTER FROM THE HEADTEACHER.....</b>	<b>3</b>
<b>SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL.....</b>	<b>4</b>
<b>TCAT VISION.....</b>	<b>6</b>
<b>JOB DESCRIPTION.....</b>	<b>7</b>
<b>PERSON SPECIFICATION.....</b>	<b>10</b>
<b>HOW TO APPLY.....</b>	<b>12</b>



# WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Associate Assistant Headteacher vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for a teacher who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

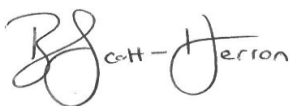
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational Teacher who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron  
Headteacher





# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 5 Primary Academies, 5 Secondary Academies and one 6th Form Academy/College.

- Great Sankey Primary School
- Penketh South Primary School
- Broomfields Junior School
- Meadowside Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Padgate Academy
- Penketh High School
- Sir Thomas Boteler Church of England High School
- Priestley College
- Appleton Thorn Primary School

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

# “THROUGH GOD, WE CARE”

## WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.







**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

PART  
OF  
THE



THE  
CHALLENGE  
ACADEMY  
TRUST

# OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

[WWW.TCAT.UK.COM](http://WWW.TCAT.UK.COM)

SERVE | CHALLENGE | EMPOWER

# JOB DESCRIPTION

---

Post: **ASSOCIATE ASSISTANT HEADTEACHER VOCATIONAL CURRICULUM AND PARENTAL ENGAGEMENT**

Responsible to: **HEADTEACHER**

---

## **Sir Thomas Boteler Church of England High School**

The job description reflects the National Standards of Excellence for Headteachers (2015). These define high standards which are applicable to any leader within a self-improving school system. These standards are designed to inspire public confidence, raise aspirations, secure high academic standards and empower the teaching profession.

There are four excellence domains:

- Qualities and knowledge
- Pupils and staff
- Systems and processes
- The self-improving school system

At Sir Thomas Boteler Church of England High School these standards also reflect the need for any one on the leadership team to always lead by example to ensure the school demonstrates its Christian Ethos in all its aspects.

The appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions document, including all other current educational and employment legislation.

## **A. The Core Purpose of the Associate Assistant Headteacher in a Church school**

The Associate Assistant Headteacher at Sir Thomas Boteler Church of England High School will lead by example, inspiring and embodying the Christian Ethos and culture of this Church school, helping to secure its mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

The Associate Assistant Headteacher will provide professional leadership to secure and establish High Expectations, High Aspirations and High Standards in all that they do.

The Associate Assistant Headteacher will be a member of the Senior Leadership Team. They are accountable to the Headteacher and Governing Body. The Associate Assistant Headteacher will support and promote the vision, leadership and direction of the school and help to ensure that it is managed and

organised to meet its objectives and targets. The Associate Assistant Headteacher will support the Headteacher and Senior Leadership Colleagues, working in evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims in accordance with its mission statement and for the day-to-day management, organisation and administration of the school.

The Associate Assistant Headteacher, working with and through others, will secure the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, TCAT, schools, other services and agencies for children, the Local Authority and Diocesan officers, higher education institutions and employers etc.

## **B. Standards of Excellence**

### **Qualities and Knowledge**

#### **The Associate Assistant Headteacher will:**

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the students they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors and members of the local community.
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue professional development
5. Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.

### **Students and Staff**

#### **The Associate Assistant Headteacher will:**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality.
2. Devise and coordinate an appropriate Vocational curriculum which meets the needs of learners and responds to ever changing need.
3. Create an ethos within which all staff are motivated and supported to develop their own skills and to support each other.
4. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
5. Hold staff to account for their professional conduct and practice.



## **Systems and Process**

### **The Associate Assistant Headteacher will:**

1. Help to ensure the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. Support in establishing rigorous, fair and transparent systems and measures for managing the excellent practice.
4. Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively.
5. Support with strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability.
6. Help to distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

## **The Self-improving School System**

### **The Associate Assistant Headteacher will:**

1. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
2. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
3. Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

## **Specific Responsibilities**

### **The Associate Assistant Headteacher will:**

1. Devise and coordinate an appropriate Vocational Curriculum offer which meets the needs of learners and responds to ever changing need.
2. Work with the Associate Deputy Headteacher (Behaviour and Welfare) on our Alternative Provision and curriculum pathways.
3. Work with the Associate Deputy Headteacher (Quality of Education) on the pupil premium strategies to support with progress, attendance and behaviour.
4. Improve parental and community engagement especially with our hard to reach families.
5. Lead and teach Health and Social Care – training will be provided if needed to enable this to happen.

Due to this being a new role further specific responsibilities may be tailored to the successful candidate.

**The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>		
Qualified teacher status	✓	
Degree	✓	
Other professional qualifications		✓
<b>FAITH STATUS</b>		
Committed to the Christian ethos of the school and its aims, as expressed in the Mission Statement	✓	
Actively involved in the life and worship of a church, as recognised by Churches Together in England		✓
<b>EXPERTISE</b>		
Secure, thorough, up-to-date understanding of National Curriculum requirements	✓	
Ability to teach KS3	✓	
Ability to teach KS4	✓	
Evidence of the ability to inspire young people to participate and excel	✓	
Excellent teaching skills	✓	
<b>PERSONAL SKILLS AND ATTRIBUTES</b>		
Excellent attendance	✓	
Excellent punctuality	✓	
Empathy for and understanding of children	✓	
Willingness to contribute to the wider life of the school	✓	
Excellent communication skills	✓	
Excellent interpersonal skills	✓	
Has integrity	✓	
Is reliable	✓	
Able to reflect on and improve own practice	✓	
Has resilience in all circumstances	✓	
Has a sense of humour	✓	
Inspire, challenge, motivate and empower teams and individuals to achieve High Expectations, High Aspirations and High Standards	✓	
Demonstrate personal enthusiasm and commitment to leadership aimed	✓	



at making a positive difference to young people		
Build and maintain quality relationships through interpersonal skills and effective communication	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Manage and resolve conflict	✓	
Prioritise, plan and organise themselves and others	✓	
Think analytically and creatively and demonstrate initiative in solving problems	✓	
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	✓	
Demonstrate a capacity for sustained hard work with energy and vigour	✓	
Demonstrate resilience and optimism	✓	
Demonstrate impact and presence	✓	
<b>DEMONSTRATE IMPACT AND PRESENCE</b>		
Middle leadership experience		✓
Evidence of impact on students' progress and attainment	✓	
Leading and managing whole-school initiatives		✓
Experience of leading effective strategies with staff to improve outcomes	✓	
Experience of developing effective relationships with external partners to enhance student outcomes	✓	
Experience of developing effective partnerships with other curricular areas to enhance student outcomes	✓	
Managing finance, resources and ICT		✓
<b>PROFESSIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
Effective teacher	✓	
Ability to analyse and interpret data	✓	
Knowledge of national policies, priorities and statutory frameworks	✓	
Application of ICT to teaching, learning and management	✓	
Managing staff and HR issues		✓
Securing and effectively deploying finance and resources		✓
Committed to inclusive education	✓	
Committed to partnership working	✓	

# APPLICATION PROCESS

Please visit our website's vacancy page and complete the support Staff Application Form along with the Rehabilitation of Offenders Disclosure Form. Forms should be returned to:

**Miss Jenny Muckley**  
**Headteacher's PA/HR Manager**  
**Sir Thomas Boteler Church of England High School**  
**Grammar School Road**  
**Warrington**  
**Cheshire**  
**WA4 1JL**

**Telephone: 01925 636414**

**Email: [jmuckley@boteler.org.uk](mailto:jmuckley@boteler.org.uk)**

**[WWW.BOTELER.ORG.UK/VACANCIES](http://WWW.BOTELER.ORG.UK/VACANCIES)**

**‘ALL SCHOOLS SHOULD BE LIKE BOTELER.  
I HAVE WITNESSED/EXPERIENCED WHAT IT TRULY MEANS TO  
ENABLE ALL STUDENTS TO ACHIEVE SUCCESS; TO MAKE REAL,  
GENUINE CHANGE THAT STARTS WITH A COMMITMENT NOT TO LET  
ANY CHILD SLIP THROUGH THE NET.’ - LIZZIE HAZELDINE, STUDENT TEACHER**





# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE



GRAMMAR SCHOOL ROAD, LATCHFORD, WARRINGTON, WA4 1JL

01925 636414 • [INFO@BOTELER.ORG.UK](mailto:INFO@BOTELER.ORG.UK)

[WWW.BOTELER.ORG.UK](http://WWW.BOTELER.ORG.UK)