

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Headteacher of Ashton on Mersey School,** Cecil Avenue, Sale, Manchester, M33 5BP**.**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust please visit [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk).

**Method of Application**

The preferred method of application is electronically via email to [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). All applications must be made using The Dean Trust’s application form along with a supporting statement no more than 2 sides of A4 (font size 11). Applications will be shortlisted for interview and the School’s HR Team will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **4pm Thursday 19th April 2018**, will not be considered.

Interviews will be held on Tuesday 24th and Wednesday 25th April 2018 at Ashton on Mersey School.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department



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| Cecil Avenue, Sale, Cheshire, M33 5BP  t: 0161 973 1179  e: office@thedeantrust.co.uk  w: www.thedeantrust.co.uk  Registered in England 8027943 VAT Registration 195 3889 46  The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the duties, responsibilities and scope of work for the post for which they have applied. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Headteacher** |
| **Reporting to** | **Chief Executive Officer/Operations Director – The Dean Trust** |
| **Main purpose of the job** | |
| Ashton on Mersey School is an 11-18 school at the heart of The Dean Trust and the Headteacher will be expected to lead all aspects of the operation ensuring that Ashton on Mersey School continues to innovate and re-invent itself to remain competitive and maintain its ‘Outstanding’ status. Moreover, the expectation is that the Headteacher looks ‘outwards’ to embrace the wider work of the Trust and has an active role in promoting reciprocally beneficial work across Trust schools. This will involve leading the Teaching School, SCITT and Maths Hub as well as maintaining an excellent relationship with our sponsors.  The Headteacher will also be part of the Specialist Network Partnership within The Dean Trust and will work closely with the Executive Team to support strategic planning. | |
| **Background information** | |
| This post has arisen due to the current Headteacher taking up a post in an all-through school.  The new Headteacher will inherit a highly motivated, talented and committed team of staff. Recruiting to Ashton on Mersey School is very positive and we have few issues in attracting the best teachers and support staff.  The accompanying information within the application pack will provide you with a real flavour of Ashton on Mersey School and The Dean Trust, more widely. This position is paramount to the Trust and it is very rare that this role becomes vacant. The expectations of The Dean Trust are uncompromising and we expect our new Headteacher to aspire to be outstanding in everything they do and hold the same expectations and aspirations for those that they lead and the pupils within their care.  We are looking for someone who is ambitious for the Trust and for themselves, and who will not be afraid to step out of their comfort zone. You may be an experienced Headteacher or well on your journey to Headship.  This opportunity is exceptional and we expect to attract people with high aspirations and a willingness to develop Ashton on Mersey, and Trust, staff and pupils to be the very best they can be.  Ashton on Mersey School is the founding school of The Dean Trust. Due to the success of the school, having gained five successive ‘Outstanding’ Ofsted ratings. It has become a beacon of excellence, hosting our own Teaching School, SCITT and Maths Hub. As a result we expect this to be a much sought after position.  The school continues to work alongside and support other schools in the Trust and has some unique features.  Since 1997, the school has been sponsored and supported by Manchester United. In return the school has educated all of the young players, many of whom have gone on to great success.  The school is at the heart of the local community but also enjoys nationwide recognition due to the work it carries out nationally. This is an opportunity for an exceptional candidate to fully develop the partnerships within the growing ‘Northern Powerhouse’.  Ashton on Mersey School is highly regarded and opportunities present themselves for the school to work with a range of government agencies, educational providers from all sectors and instantly recognisable businesses. We require a person who is skilled in developing relationships and partnerships, acting as a key ambassador of The Dean Trust MAT, as well as building on the success of the school to continue the ‘outstanding’ journey.  The schools in The Dean Trust are well supported by strong governing bodies and Ashton on Mersey School shares a very strong governing body team with Broadoak School, (this was the first partnership in the Trust). The Headteacher will be further supported by the Executive Team led by the CEO, Tarun Kapur CBE. The Dean Trust is a complex and growing organisation and Ashton on Mersey School is integral to all aspects of this and we would expect the Headteacher to embrace this as an opportunity to provide leadership at the school but also across the Trust. | |
| **Key responsibilities:** | |
| * The day to day running of the school * Modelling the highest possible standards of personal professional conduct * High quality Leadership and Management of identified responsibilities to secure: * high expectations and aspirations for all pupils and staff * improvements in attainment, progress and social development for all pupils * high quality Teaching & Learning * effective strategic direction, Leadership & Management * excellent relationships with and between all staff (support staff and teachers) * effective use of resources and a safe and healthy working environment for pupils and staff * overall responsibility for the quality of Teaching & Learning across the curriculum * achieving agreed annual targets for the role as established through the Appraisal process * effective financial management and resource deployment alongside the Chief Finance Officer * strong and embedded relationships to promote the school’s brand to external organisations for the benefit of all our pupils * the effective safeguarding and welfare of all pupils and staff * meeting the Teacher Standards and, where appropriate, the Post Threshold Teacher Standards as described in the School Teachers’ Pay and Conditions of Service document and the new Headteacher Standards * The Headteacher will have the overall responsibility for the day to day operation of the school, the standards of teaching, learning and outcomes of the whole school curriculum * The Headteacher should see him or herself as the senior leader in the school, modelling the approaches and values expected of others. As this is an established school, the senior team are adept at setting standards and creating an ethos and culture that will pervade all aspects of school life. The senior team will continue to lay down the foundation for future years * The Headteacher will develop and encourage effective and positive working relationships with and across the entire staff as a whole, the leadership team and those they line manage. They will actively assist and drive the establishment of a strong team of leaders (both administrative and teaching) who are proud of their work and achievements; where colleagues are valued and supported; and where motivation is developed and sustained * The Headteacher will act as a positive role model for others, inspiring them through high quality personal and professional conduct that sets the standard. He or she will help to shape the vision, ethos and policies of the school and promote high levels of expectation and achievement amongst all staff and pupils. The post holder will provide the practical support, guidance and professional development that will enable the entire staff to fulfil their roles and responsibilities * The Headteacher will work with the Senior Leadership team and Executive Team of The Dean Trust to ensure a safe, secure, stimulating and motivating learning environment across the school. They will lead a school where children are happy learners who feel valued and cared for, act safely, learn to respect others, aim high and can grow as people. Each child will be supported and inspired to reach the highest academic and personal development standards as possible. * The Headteacher will lead the development of positive pupil attitudes and behaviour across the school and model and ensure adherence by all, to all whole school protocols, policies and procedures * The Headteacher will have responsibility for the SEF and SIP and will, alongside the Executive Team, ensure quality assurance process are robust * The Headteacher will lead on all aspects of Teaching School, Maths Hub and SCITT centrally, ensuring that Managers in these areas are effective and aspirational * The Headteacher will be responsible for managing a complex budget with several budget headings. They will be supported in this by the Executive Team * The Headteacher will develop a ‘capital strategy’ in addition to the SIP in order to maintain the fabric of the building and look to ‘future proof’ the school * The Headteacher will be required to work and support colleagues in other Dean Trust schools | |
| **Main duties:** | |
| As staff with specific responsibilities are appointed, they will be encouraged to use their initiative and innovate in order to raise standards.   * Inspire, motivate and lead all staff and, demonstrate the highest standards of personal professional conduct * With the Senior Leadership Team, establish and lead a culture that promotes excellence, equality and high expectations for all pupils * Safeguard and promote the welfare of children and young people throughout all the schools, working closely with school leaders to do so * Ensure that reward and discipline procedures and processes are consistently applied to ensure good pupil behaviour, that allows pupils to be ready to learn as well as make good progress in class * With the Executive Team, the headteacher will develop and implement a school brand that is supported and promoted internally and externally and champions the school’s quality and achievement * With the Executive Team, build a strong and supportive team at senior, middle leadership and whole staff level based on excellent communication, with a shared and consistent vision and practice * Ensure that the Senior Leadership Team are implementing the appropriate and innovative use of initiatives to support learning and raise standards throughout the school * Ensure Heads of Faculty champion the achievement of school aims * Represent the school at external and internal events in a professional and enthusiastic manner * Meet the Teacher Standards and, where appropriate, the Post Threshold Teacher Standards as described in the School Teachers’ Pay and Conditions of Service document and the new Headteacher Standards * Prepare the school for a successful Ofsted * Overall responsibility for the effective leadership and management of the :  1. Operational management of the school in respect of staff, pupils and site 2. Additional responsibilities and specifics relating to these will be agreed with the successful candidate on appointment | |

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| **All leaders have the responsibility to:** |
| * Ensure any documentation produced meets the high standards of The Dean Trust * Ensure compliance for safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in the school/academy appraisal process * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within the school/academy and beyond * To represent the school/academy at events as appropriate * To support and promote the school/academy ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post * To undertake any other reasonable duties at the request of the Chief Executive Officer/Operations Director |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

(Based on the ‘National Standards of Excellence for Headteachers’ 2015 *Departmental advice for headteachers, governing boards and aspiring headteachers*)

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| Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post. Candidates MUST meet the essential criteria. Candidates who fail to meet any of the essential criteria will automatically be excluded at any stage of the process.  The appointing panel will use a combination of assessment tools to determine a candidate’s suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered in the interview process and references. |

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| Evidence key | |
| Application Form | A |
| Supporting Letter | L |
| References | R |
| Presentation | P |
| Task | T |
| Interview Activities | I |

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| Professional qualifications and experience | | | |
| Criteria | Essential (E)  Desirable (D) | Suggested evidence |
| Senior leadership experience within a secondary educational setting | E | A |
| Qualified Teacher Status (QTS) | E | A |
| NPQH or evidence of further study | D | A |
| Commitment to accredited school leadership and management training/career development | E | A |
| Current safeguarding training | E | A |
| Ability to demonstrate commitment to safeguarding and promoting the welfare of children | E | A or I |
| Knowledge and understanding of school budgets | E | A / L or I |

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| Domain 1: Qualities & knowledge | | |
| Criteria | Essential (E)  Desirable (D) | Suggested Evidence |
| Demonstrates articulate clear values and moral purpose | E | L or I |
| Has a clear focus on providing a world class education | E | L or I or R |
| Demonstrates optimistic personal behaviour | E | I or R |
| Has positive relationships and attitudes towards all stakeholders | E | L or I or R |
| Leads by example – with integrity, creativity, resilience and clarity. | E | L or R |
| Draws on their own scholarship, expertise and skills as well as those around them | E | L or R |
| Exhibits current knowledge and understanding of educational policy locally, nationally and globally | E | L or I |
| Demonstrates a commitment to Continuous Professional Development | E | A or R |
| Has a clear understanding of the school’s vision and values within The Dean Trust | E | L or I or P |
| Can evidence strategic leadership | E | L or I or P |

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| Domain 2 : Pupils & staff | | |
| Criteria | Essential (E)  Desirable (D) | Suggested Evidence |
| Has a proven track record as an excellent teacher with ambitious standards | E | R or I or L |
| Has the highest expectations and aspirations for oneself, staff and all pupils within their care | E | R or I or L |
| Holds staff to account and challenges performance and professional conduct | E | R or I or L |
| Demonstrates strategies supporting pupils to overcome disadvantage | E | L or I or P |
| Promotes equality | E | L or I |
| Demonstrates analytical understanding and uses data effectively | E | L or T |
| Clear philosophy on how the curriculum can meet the needs of pupils | E | L or I or P |
| Can develop a culture of sharing best practice | E | R or L or I |
| Able to motivate, inspire, support and empower staff | E | L or R or I |
| Identifies and develops emerging talent | E | R or L or I |
| Is committed to the development of an open and fair culture based on British values | E | L or I or P |

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| Domain 3: Systems & processes | | |
| Criteria | Essential (E)  Desirable (D) | Suggested Evidence |
| Establish and sustain appropriate school procedures and systems | E | L or I or P or T |
| Is able to secure high standards of behaviour and attendance | E | L or R or I |
| Is committed to safeguarding pupils | E | R or A or I |
| Understands about the relationship between managing performance, CPD and sustained school improvement | E | L or R or I |
| Actively supports the governing board to carry out its role effectively | E | L or R |
| Think strategically, build and communicate a coherent vision in a range of compelling ways | E | L or I or P |

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| Domain 4: Self-Improving school system | | |
| Criteria | Essential (E)  Desirable (D) | Suggested Evidence |
| Champions best practice and secures excellent academic and social development outcomes for all pupils | E | L or R or I |
| Effective team work with the school, trust and with external partners | E | L or R or A |
| Has a commitment to collaboration and networking with other schools to improve outcomes | E | L or R or A |
| Inspires and influences others | E | L or R or I |
| Promotes the value of education within the school and with the wider community | E | L or I or P |
| Models innovative approaches to school improvement | E | L or I or P |
| Shapes the quality of the teaching profession through high quality support and training | E | L or R or I |
| Committed to supporting and leading developments in schools throughout The Dean Trust | E | L or R or I |
| Committed to providing school to school support | E | L or I or R |

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| Personal Qualities & attributes | | |
| Criteria | Essential (E)  Desirable (D) | Suggested Evidence |
| Resilience | E | I or R |
| Demonstrates honesty and integrity | E | I or R |
| Self-motivated, enthusiastic and energetic | E | I or R |
| Excellent communication and interpersonal skills | E | I & L |
| Effective working relationships | E | L or R |
| Excellent organisational skills | E | I or P or L |
| Prioritises, meets deadlines and performs effectively under pressure | E | I or R or L |
| Demonstrates initiative and problem-solving skills | E | I or L or T |
| Flexible and adaptable to change | E | I or L or R |
| Excellent Attendance & Punctuality Record | E | R |
| Comfortable in a variety of settings including school, business and community | E | I or R |
| Sense of humour | E | I |

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| Confidential references | | |
| Positive recommendation from all referees, including current employer | E | R |

The Dean Trust is 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.