



**COLOMA CONVENT GIRLS' SCHOOL**

## **ASSISTANT HEADTEACHER**

L16-L20 (Outer London Pay Scale)  
11-18 Mixed Comprehensive Academy  
(1049 students including 291 post 16)



Coloma has received four Outstanding Ofsted and four Outstanding Diocesan reports and World Class Schools' status.



February 2018

Dear Applicant

**LEADERSHIP POST, ASSISTANT HEADTEACHER  
L16 – L20 (Salary Range £60,202 - £65,988)**

Thank you for your interest in joining our leadership team. This post is an excellent opportunity for those wishing to prepare themselves for Headship in due course. The school is committed to the development of leadership team members in order to maximise benefit to the school as well as support individual career development.

To aid your application please read through this overview that gives details of the job description, person specification and leadership team responsibilities.

You will also find a Coloma application form on the school website [www.coloma.croydon.sch.uk](http://www.coloma.croydon.sch.uk) as well further information about the school.

Please note that the deadline for applications is **9am, Friday 23<sup>rd</sup> February 2018.**

We look forward to receiving an application from you in due course, and hope that you find the enclosed information helpful and are excited by the opportunities that the school would provide.

Yours sincerely

**Mrs J Johnson**  
Headteacher

## **Coloma Convent Girls' School Leadership Post: Assistant Headteacher**

### **The Post**

The Governors are seeking to appoint a candidate with leadership potential, drive and enthusiasm to contribute to the development of the school and take significant responsibilities within the leadership group.

A person specification and job description follow in this pack.

### **Leadership Team**

The current leadership team responsibilities follow for your information.

From September 2018, the leadership team staffing will be 6 consisting of Headteacher, Deputy Headteachers (2), and Assistant Headteachers (1) and two Associate Assistant Headteachers (2). The Business Manager is an additional member of the team.

Whole school members of the leadership team line-manage subject Leaders and Year Leaders. Responsibilities are allocated to each member of the team, but it is expected that these will be adjusted as the needs of the school and individual demand.

The leadership team meets weekly, presently on Wednesday afternoons, with an additional briefing and short-item meeting on Monday and Tuesday morning.

### **Application**

Applications should be received by Mrs J Mitha, PA to the Headteacher, **by 9am on Friday 23<sup>rd</sup> February 2018.**

Statements in support of the application may be written as part of the application form, or separately enclosed. Please note that these must not exceed three sides of A4.

Please ensure that you cover in your statement of application an indication of:

- how you fit relevant aspects of the person specification of the post
- any relevant experiences and what you have learnt as a result in terms of management and leadership
- an indication of what you feel you particularly bring to the post including areas of particular development interest. (You may wish to select these from potential list included.)

### **The Interview**

Short-listed staff will be notified shortly after this date and will be given full details of the interview process at that time.

**Provisional interview dates are Monday 5<sup>th</sup> and Tuesday 6<sup>th</sup> March 2018.**

## **Person Specification – Assistant Headteacher**

### **Qualifications**

1. Good Honours Degree or Equivalent
2. Teaching Qualification

### **Experience**

1. Extensive, successful and varied teaching experience in the secondary sector up to, and including, Advanced Level.
2. Leadership experience eg subject Leader or cross-curricular team leader
3. Proven track record in leading and managing department or cross-curricular improvement initiatives
4. Recent relevant professional development

### **Knowledge and Understanding**

1. How to improve teaching and learning through working with middle leaders and individual staff.
2. How to develop and embed processes to develop students' oracy, literacy and numeracy skills
3. How to monitor student progress and use value added analysis
4. Effective intervention strategies to support students to achieve well
5. Curriculum developments; both current and anticipated.
6. How to strategically plan and implement, then monitor and evaluate progress
7. How to use ICT and other technologies in leadership, teaching and learning.

### **Skills**

1. Ability to initiate, develop and implement policies and/or initiatives.
2. Ability to lead and/or manage a large number of staff.
3. Ability to motivate staff and students
4. Ability to communicate effectively and sympathetically with Governors, staff, parents/carers, students and the local community.
5. Ability to learn from experience, and to make well-judged and well-informed decisions
6. Ability to analyse and problem solve, having a positive "can do" attitude.

### **Qualities**

1. Strong sense of moral purpose, with commitment to the school's vision and ethos
2. Vision, imagination and leadership coupled with a strong work ethic and drive for improvement.
3. Sensitivity to the needs of others with the ability to work effectively in a team.
4. Ability to work under pressure, welcoming both challenge and opportunity.
5. Ability to adapt to changing needs and circumstances.
6. Sense of humour and enthusiasm.

## **Job Description: Leadership Posts**

### **Assistant Headteacher L16 – L20**

#### **Specific**

The leadership team has clearly defined responsibilities and the members will be awarded certain responsibilities which will change from time to time. This is in order to develop the skills and experience of the individual within the team and also to respond to school needs.

All members of the leadership team have key line management and strategic responsibilities as listed below.

#### **ASSISTANT HEADTEACHER**

##### **AS A MEMBER OF THE LEADERSHIP TEAM:**

1. To assist the Headteacher in whole school strategic planning with specific responsibilities for designated areas.
2. To undertake the implementation of parts of the school development plan as identified within the plan.
3. To assist in the preparation of curriculum, capital and other bids and submissions to outside agencies.
4. To line manage designated subject leaders and other staff in all aspects of their responsibilities for raising achievement in the school.
5. To assist the Headteacher in the self-evaluation process of the school through departmental and pastoral annual reviews; departmental examination reviews and other school self-evaluation systems.
6. To assist the Headteacher with interviewing and staffing.
7. To support the school ethos and partnership with the community. This will include giving assemblies and supporting evening school functions.
8. To share with other members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include participation in gate and bus duty, and lunchtime supervision.
9. To share responsibility with other members of the Leadership Team for the good order and conduct of students throughout the school. This will include detention and exclusion supervision and the overview of parts of the school.
10. To be a team leader in performance management.
11. To keep an overview of an allocated year group.
12. To attend Leadership Team meetings and other management meetings as required.
13. To attend meetings of the Governing Body and its committees as required.

**In addition, the successful candidate will be given specific areas to lead and develop as well as day-to-day management responsibilities. The exact details of these will depend on the strengths of the candidate, the overall profile of the leadership team and the needs of the school.**