



Alfriston School Sports College

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January 2018

**ALFRISTON SCHOOL
ASSISTANT HEADTEACHER
FULL-TIME/PERMANENT
LEADERSHIP PAY RANGE L12-17 £52,730-£59,485 (London Fringe Area)
Required to start September 2018**

Thank you for showing an interest in the vacancy we have at Alfriston School. I hope after reading this information you feel able to apply for this post.

We are looking for an Assistant Head Teacher who is passionate about learning, meeting the needs of individuals and supporting the whole child. You will take a leading role in developing our provision across the school, ensuring that we maintain an innovative, creative and child-centred approach that enables our pupils to achieve beyond their expectations.

It is essential that you have experience of leading teams to improve teaching and learning, are innovative in your approach to curriculum design and have a proven record of successfully influencing and implementing action plans for school improvement. The ability to inspire and motivate others is also essential. We are looking for someone who has drive, initiative and a relentlessly positive attitude.

If you would like to join our team and to lead us in our next ventures, we would love to hear from you.

To apply:

Please complete the application form and write a letter of application (preferably in word) addressing each of the points in the person specification.

Send the completed form and letter of application to the school, to the following email address: office@alfristonschool.com

Closing Date:

The Closing Date for applications is Monday 19th February 2018 noon

Interview Date:

The Interview Date will be week commencing 26th February 2018

If you require any further information please contact Mrs S Thorkildsen, Office Manager on 01494 673740 or email: office@alfristonschool.com

Yours sincerely
Jinna Male

**Jinna Male
Headteacher**

ABOUT THE SCHOOL AND STAFF



Alfriston School is a specialist day and boarding school for girls aged 11-19 with moderate learning difficulties and speech, language and communication difficulties. We converted to Academy status in 2012 and are committed to ensure that all our pupils become the best that they can be and that they can enjoy and achieve in all that they do. Our service includes provision for up to 150 girls, 20 of whom are boarders. We aim to develop the individual potential of every pupil, not just in academic learning but also in terms of their independence and personal and social attributes.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs.

At present there are 50 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

Our website is www.alfristonschool.com

JOB DESCRIPTION

JOB ROLE: ASSISTANT HEADTEACHER

CONTRACT: FULL-TIME / PERMANENT

RESPONSIBLE TO: HEADTEACHER

SALARY: LEADERSHIP PAY RANGE L12-17

This job description is provided to assist in the understanding and appreciation of the work content of this post and the role it plays in school. The post holder is required to undertake the professional duties and responsibilities of an Assistant Headteacher, as set out in the current School Teachers' Pay and Conditions document.

Core Purpose

- To promote the vision, mission and aims of the school, in line with school policies
- To provide professional leadership which secures the success and improvement of the school, ensuring high quality education and care for the pupils so that they are safe and happy at school, enabled to be successful learners and achieving high standards

Responsibilities

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- To help to formulate the aims and objectives of the school and its policies
- To help embed the vision, values, ethos and ambitions of the school
- To keep up to date with and share knowledge of current issues in education
- To contribute to effective school self-evaluation and improvement planning

LEADERSHIP AND MANAGEMENT

- To deputise for the Headteacher or Deputy Headteacher when they are absent from the school

- To work with the Leadership team to present an accurate and coherent account of the school's performance, leading key areas of school self-evaluation and monitoring
- To lead priority areas of the school improvement plan
- To take lead responsibility for a key area of whole school management, and to monitor and evaluate the effectiveness of this area (to be identified on appointment according to skillset and strengths of appointee)
- Attend and lead, team and staff meetings
- To attend governors' committee meetings as required

TEACHING AND LEARNING

- To provide a consistently outstanding role model and play a major role in the development of high quality teaching and learning throughout the school
- To co-ordinate and manage a curriculum subject across the school with a timetabled teaching commitment
- To monitor and evaluate the content and effectiveness of the school curriculum in partnership with the Leadership team
- To promote the effective management of pupil behaviour and safeguard the welfare of pupils and staff

Other duties

- To support pupils by ensuring that the needs and priorities for individuals are widely disseminated
- To create and maintain an effective partnership with parents to support and improve pupils' personal development and achievement
- To build effective links with other special schools and mainstream partners and to develop outreach, in-reach and inclusion opportunities
- To work with the Headteacher and Deputy Headteacher on the day-to-day running of the school and boarding facilities to ensure safe practice and efficient management of resources, which may require some on-call responsibility for boarding
- To sustain effective, positive relationships with all staff, pupils, parents and governors and the local community
- To undertake other such duties as may be reasonably required.

This job description recognises the current Teachers Pay and conditions documents and the particular requirements of Alfriston School. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in job, commensurate with the salary and job title.

PERSON SPECIFICATION

FULL-TIME ASSISTANT HEADTEACHER

Criteria	Desirable	Essential
Attributes/Qualifications		
Qualified Teacher status		✓
Experience		
Recent successful experience of a leadership role, including experience in leading teams		✓
Proven experience in performance management of staff		✓
Able to demonstrate successful teaching experience with evidence of exemplary practice.		✓
Evidence of taking the lead in preparing, implementing, monitoring and reviewing a whole school policy or a major change in school		✓
Experience of successfully overseeing the planning, implementation and review of a significant curriculum development initiative		✓
Experience of Data analysis and tracking pupil progress		✓
Experience of working with partners including school Governors	✓	
Experience of teaching in a special school	✓	
Residential school experience	✓	
Experience of working with and developing links with the community	✓	
Knowledge & Understanding		
Knowledge of national educational standards and expectations		✓
Substantial knowledge and understanding of teaching and learning at KS3/KS4		✓
Knowledge of special educational needs		✓
Knowledge of governance at national, local and school level		✓
Knowledge and understanding of data analysis, ability to use data to set targets for improvement and evaluate an action plan in relation to those targets		✓

Confident in department or curriculum self-evaluation		✓
Up to date knowledge & understanding of the current national education agenda		✓
Understanding of how children with MLD/SPLCN learn and effectively apply their learning		✓
Understanding of the contribution of the school to the community		✓
Understanding of the management requirements of an academy	✓	
Knowledge and understanding of teaching and learning at Post 16	✓	
Leadership Skills		
Evidence of highly effective teaching		✓
Be capable of setting and achieving ambitious goals for students and staff		✓
Demonstrate strategic thinking and leadership, a commitment to creativity, innovation and the use of new technologies		✓
Evidence of successful school improvement planning and delivery		✓
Understanding of staff development needs and possibilities		✓
Experience of leading CPD including staff meetings and when appropriate providing support to colleagues who are required to organise staff meetings.		✓
Have the ability to build relationships with the governing body and parents		✓
Be able to support the management of financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities ensuring best value		✓
An effective decision maker able to initiate, implement and monitor policies and practices		✓
The ability and skills to mentor, challenge, influence and motivate others to attain high goals		✓
Have experience of promoting principles and practice of effective teaching and learning		✓
Experience of overseeing the delivery and development of part of the school curriculum		✓

Experience of observing and feeding back to staff on teaching and learning in order to ensure continuous improvement of the teaching and learning across the academy		✓
Ensure health and safety of self and others		✓
Decision-making Skills		
Ability to investigate, resolve problems and make decisions		✓
Collect and weigh evidence, make judgements and take decisions in line with good educational practice		✓
Think creatively and imaginatively to solve problems and identify opportunities		✓
Communication Skills		
Personal quality:		
The ability to communicate clearly and take into account, where appropriate, the views of others		✓
Professional quality:		
Effectively communicate orally and in writing to a range of audiences		✓
Negotiate and consult		
Self-Management Skills		
Ability to plan time and organise work effectively. This will include an ability to:		✓
Prioritise and manage time		✓
Work under pressure and meet deadlines		✓
Be self-motivating and set personal goals		✓
School Ethos		
Be able to demonstrate an understanding of the Headteacher's responsibility for child protection and Safeguarding.		✓
Capacity to influence others		✓
Ability to support and help develop a vision for high quality education which promotes spiritual, moral and cultural development		✓
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education		✓

Personal Attributes		
Adaptability to changing circumstances & ideas		✓
Energy and enthusiasm		✓
Reliability and integrity		✓