



CHEAM HIGH SCHOOL

ASSISTANT HEADTEACHER

L16-L20 (Outer London Pay Scale)

11-18 Mixed Comprehensive Academy

(2000, 500+ Post 16 students)

GCSE 2017: 83% 4+ EM; 58% 5+ EM



“An
Outstanding
School”

Ofsted 2015, 2010 & 2007



Cheam High School

Headteacher: Mr P Naudi MA (Oxon)
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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 and Trust 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 the Cheam High School Application Form on the school website www.cheam.sutton.sch.uk as well further information about the school including:

- Ofsted reports (2015, 2010, 2007) and Mathematics (February 2012)
- School prospectus
- Post 16 prospectus
- Trust and governance information

Please note that the deadline for applications is **9am, Monday 19th 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

P Naudi
Headteacher



Cheam Academies Network (trading as Cheam High School) is a company registered in England & Wales, company number 07588097, registered address Cheam High School, Chatsworth Road, Cheam, Surrey, SM3 8PW. VAT registration number 120409266. E: info@CANSchools.co.uk Website: www.canschools.co.uk

Executive Principal:
Miss R Allott MA (Cantab) MEd

Cheam High 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 8 consisting of Headteacher, Deputy Headteachers (2), and Assistant Headteachers (5). The Bursar 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 Friday mornings, with an additional briefing and short-item meeting on Tuesday afternoon.

Application

Applications should be received by the Headteacher, Mr P Naudi, **by 9am on Monday 19th 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

We will aim to short-list by 26th February. 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 5th and Tuesday 6th March.**

Person Specification – Assistant Headteacher

Qualifications

- 1) Good Honours Degree or Equivalent.
- 2) Teaching Qualification

Experience

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

Knowledge and Understanding

- 7) How to improve teaching and learning through working with middle leaders and individual staff.
- 8) How to develop and embed processes to develop students' oracy, literacy and numeracy skills
- 9) How to monitor student progress and use value added analysis
- 10) Effective intervention strategies to support students to achieve well
- 11) Curriculum developments; both current and anticipated.
- 12) How to strategically plan and implement, then monitor and evaluate progress
- 13) How to use ICT and other technologies in leadership, teaching and learning.

Skills

- 14) Ability to initiate, develop and implement policies and/or initiatives.
- 15) Ability to lead and/or manage a large number of staff.
- 16) Ability to motivate staff and students
- 17) Ability to communicate effectively and sympathetically with Governors, staff, parents/carers, students and the local community.
- 18) Ability to learn from experience, and to make well-judged and well-informed decisions
- 19) Ability to analyse and problem solve, having a positive "can do" attitude.

Qualities

- 20) Strong sense of moral purpose, with commitment to the school's vision and ethos
- 21) Vision, imagination and leadership coupled with a strong work ethic and drive for improvement.
- 22) Sensitivity to the needs of others with the ability to work effectively in a team.
- 23) Ability to work under pressure, welcoming both challenge and opportunity.
- 24) Ability to adapt to changing needs and circumstances.
- 25) 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 (in the relevant cluster) 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 CHEQUE, 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 other 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.
14. To work across the Trust's local schools as needed and where agreed by the Governing Body

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. Possible development areas under consideration are summarised overleaf.

The successful candidate would lead in 2 - 4 of the following areas depending on the development work required OR take the lead in another area identified (which would be dependent on individual strengths and the needs of the school).

TEACHING AND LEARNING: Continued development of outstanding practice including innovative and highly effective teaching and independent learning strategies for student sub-groups eg MAGT, Pupil Premium.

ASSESSMENT AND MARKING: Developing best practice to maximize the impact of marking and assessment on student progress whilst ensuring a manageable teacher workload.

EMBEDDING LEARNING: Promotion and development of strategies for departments to use in lessons with regard to: memory techniques, examination preparation, revision techniques, independent learning; identification of key learning points for future reference.

TECHNOLOGY FOR LEARNING: Identification, promotion and development of strategies for departments to use in lessons and for independent learning with regard to: new technologies; social media; interactive ICT including IWB; ipads; mobile phones and use of the VLE.

SCIENTIFIC SKILL AND CONCEPT DEVELOPMENT: Looking at the links between Science disciplines to develop coherent and consistent approaches to teaching concepts. Developing memory techniques to maximise retention and understanding of scientific concepts.

PERFORMANCE ANALYSIS: Overseeing the target setting, data collection, reporting and analysis systems including line management of the data analysis support staff. In addition, evaluating the performance of the school at KS3, KS4 or KS5 by tracking examination results/predictions and making reference to external data such as ASP and L3VA.

CURRICULUM PLANNING: Producing the annual curriculum plan and associated timetable, liaising with subject leaders in order to ensure the best possible outcome.

General *(All staff)*

1. To assist in the delivery of the curriculum through the scheduled teaching programme.
2. To perform duties and attend meetings as reasonably required.
3. To assess and record students' achievements, to prepare reports and take part in parental consultations.
4. To participate in the School's performance management scheme.
5. To undergo in-service training where required to keep abreast of developments in school initiatives, curriculum and subject areas.
6. To contribute to the school's pastoral system.
7. To observe and implement current school policies and good practice.
8. To carry out such particular duties as the Headteacher may reasonably direct from time to time

Leadership Responsibilities Overview - typical exemplar distribution; however, individual responsibilities are reviewed each year

Role	Departments	Cross-curricular	Other	Year/pastoral
HT	Responsible for all aspects of the school's provision. Line management of leadership team members with weekly individual meetings as well as whole team meetings; chairs leadership team meetings. Attends all governors' and directors' meetings. Oversees behaviour, including exclusions and re-admittances. Coordinates SEF and uses L3VA and ASP to inform relevant staff and governors. Oversees staffing recruitment and other HR issues. Delivers curriculum planning and timetable arrangements.			
DHT	Tech PE History RS LIFE (PSHE)	DSL and CP MAGT Challenge Award	New Intake arrangements Open Evening	Y7. Overall KS3 provision
DHT	Drama/Music Business HSC/Hair	Arts Award Applied Learning	Staff Development Programme including ITT; NQT; Induction; Marking and feedback processes. Self-evaluation systems Show My Hwk	Y10
AHT	Science	Behaviour and Emotional Support Team	Behaviour strategies	Year 9
AHT	MFL ICT	Pupil Premium	Attendance strategies	Year 11
AHT	English Media Studies Learning to Learn	SEN/EAL/CLA Communications (Literacy) Catch Up	KS3 Learning Interventions Preparation strategies for examinations	Y8
AHT	Geography Psychology/Sociology Art	Work Experience/Careers	Data Collection, reports and analysis processes	Post 16
AHT	Mathematics	Maths X curric Growth Mindset ICT resources (eg GCSE pod; LGFL)	Leading TL coaching team Website	
Bursar	Finance; Catering; Premises; Health and Safety		Associated finance; payroll; premises; health and safety; maintenance matters	