



ASSISTANT HEADTEACHER

Information Pack



**OUR
VALUES** | DETERMINATION
RESPONSIBILITY
ADAPTABILITY
CURIOSITY
RESPECT



March 2024

Dear Candidate

My thanks for expressing an interest in the post of Assistant Headteacher at Bow School. This is an exciting time to join our school as we continue to drive forwards with our vision to becoming an outstanding schools that supports our students in truly becoming 'world' and 'career' ready.

This is an exciting post in a school that prides itself on delivering a rich range of learning and development opportunities for its students. The successful post-holder will play a key role in building on this provision to ensure that the wellbeing and personal development offer made to our students is world class.

Our passionate and committed Senior Leadership team are dedicated to fostering and catering for the development of all our students and are ably supported by our dedicated staff team. Teachers and governors are committed to improving standards of student achievement alongside a focus on pastoral care and developing the skills needed for tomorrow's world. The school believes the ethos created results in an enthusiastic and positive attitude from the students which is evident on a day to day basis around the school.

The post requires a colleague with energy and vision who has a strong desire to improve the opportunities for our students. If you have the professional and personal qualities to be that person I can promise you a real sense of achievement and first class development opportunities.

We have created an innovative, enjoyable and highly professional environment for students and staff and the school is making a real difference to the lives of our students based on our compelling vision. I am proud of the progress we have made as standards of achievement have continued to rise and am confident that we have appropriate strategies in place for further and sustained improvement.

The diversity of the school community ensures that Bow is a vibrant and interesting place to work. We provide excellent support systems and structures for all staff and are committed to the professional development of all staff. The successful candidate will be entitled to a full training programme in line with school improvement priorities and personal appraisal targets.

As an employer we are committed to safeguarding and promoting the welfare of children. Enhanced DBS clearance is a statutory requirement for all positions.

Applicants should complete an application form (CVs are not acceptable), and write a concise statement of no more than two sides of A4, outlining how their achievements and experiences make them a suitable candidate for this post. The form and statement should be emailed to hr@bow-school.org.uk to arrive no later than 9.00am on Monday 22nd April 2024.

May I wish you every success in your application.

Danny Lye

Headteacher

ASSISTANT HEADTEACHER

Information about the post

The role of Assistant Headteacher is a crucial post in the school. You will work alongside the Headteacher and Executive Leadership team, the broader SLT, our dedicated staff and governors in our continuing journey towards providing an outstanding education to the young people, and their families.

As an excellent practitioner you will be expected to embody and actively promote the school's values of adaptability, curiosity, determination, responsibility and respect. You will have the highest professional standards and will possess an unswerving expectation that all of our staff, and students, achieve the very best in all they do. You will be ambitious for your own development and will be able to understand the full range of responsibilities which come with leading a school.

We are looking for a candidate with the experience and understanding of how to help lead a school so that it becomes truly outstanding. The individual we are looking for will have high levels of commitment, intellectual curiosity, a determination to succeed and will truly complement our team.

As Assistant Headteacher, you will be working closely with the Headteacher and three Deputy Headteachers on leading the strategic direction and on-going improvement of the school. You will need to have an understanding of effective strategic leadership and a track record of bring about positive change in a school. You will understand and have an appreciation of the multi-faceted nature of the role and of leading a inner-city school.

Specific areas of responsibility will be decided upon appointment depending on the needs of the school, and the experience of the successful candidate. Applications from those with experience in leading the curriculum and/or pastoral work would be welcome.

In particular, we expect a commitment to our school ethos and values, to the principles of excellent education as well as an unwavering belief in the importance of strong relationships which underpin emotionally healthy organisations, with young people and between professionals.

You should be an excellent teacher, with a strong track record of excellent teaching, who can role model high standards and lead others to be achieve outstanding outcomes. We expect every teacher, including our school leaders, to be at least a consistently good practitioner in the classroom with an ability to reflect on their own practice, engage with research and a hunger for continuing professional development.

ASSISTANT HEADTEACHER

Role

For September 2024

Scale L19 – L23, Inner London Pay Scale

Closing date, 9.00am Monday 22nd April 2024

Are you a skilled, experienced leader with a track record of impact? Do you have the drive, vision and expertise to take our school from good to great? Do you have several years of experience in middle or senior leadership? Are you an excellent practitioner who models the very highest professional standards? If so, you could be the exceptional Assistant Headteacher we are looking for.

Bow School, which is proud to be a community school, is at an exciting point in its history. Fully settled in our state-of-the-art building with a growing sixth-form, we are well placed to achieve our ambition to be truly outstanding.

At Bow, we are committed to high quality teaching and learning, so that as well as supporting our students to achieve academic excellence, we hone their skills and develop the character they will need to go into the world career and life ready and fully enabled to meet all of the challenges and opportunities life will present.

We are also committed to high quality professional development for our staff offering them clear opportunities for career development while at the same time taking the support for and wellbeing of our teams very seriously. In addition, we offer a range of staff benefits which include: cycle to work scheme, tech scheme, employee assistance programme, annual train ticket loan, a fully equipped fitness room and sports facilities.

If you are the kind of leader with the skill, dedication and passion to help this happen then Bow School will offer you an exciting and rewarding career in our vibrant, diverse school where our core values of determination, adaptability, curiosity and respect shape our thinking. Visits to the school are welcomed and strongly encouraged.

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Bow School is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed and will be subject to rechecking thereafter, as appropriate.

For an application pack and more information please contact Cheryl Robertson at hr@bow-school.org.uk or on 0207 536 5525

Completed application forms should be returned or emailed robertsonc@bow-school.org.uk by **09.00am on Monday 22nd April**. Interview dates to be confirmed.

ASSISTANT HEADTEACHER

Person Specification

Attributes	Criteria
Qualifications	<p>DFE qualified teacher status</p> <p>Qualified to degree level and beyond</p> <p>Evidence of recent and relevant training and professional development for the role of Assistant Headteacher including relevant NPQs or willingness to undertake</p> <p>A track record of good or outstanding teaching</p>
Experience	<p>Experience at middle or senior leadership</p> <p>Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from a range of different backgrounds</p> <p>Evidence of experience in both Safeguarding and Child Protection Procedures</p> <p>Evidence of experience of successful multi-agency working or partnership working</p> <p>Successful track record of leading a team(s) to improve outcomes and performance</p> <p>Experience of supporting the development of practice within a school setting</p> <p>Experience of leading the delivery of whole school initiatives or strategic priorities</p> <p>In-depth knowledge and understanding of the wider educational landscape</p> <p>Active involvement in self-evaluation processes, accountability processes and school improvement</p> <p>Evidence of experience in developing the performance of others and an understanding and willingness to tackle underperformance</p> <p>Evidence of effective line management that ensures accountability</p> <p>Creating, developing and implementing policy</p>
Vision and strategy	<p>Vision aligned with Bow School's high aspirations and high expectations of self and others as outlined in our values.</p> <p>Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies</p> <p>Ability to effectively lead on a wide range of initiatives and areas of responsibility</p> <p>Confident use of data to identify trends, set priorities and evaluate the impact of initiatives, the ability to inform and diagnose weaknesses that need addressing and to effectively action plan to improve outcomes</p> <p>Understanding of what outstanding safeguarding and wellbeing practice looks like and how to diagnose and implement effective strategies standards</p> <p>Understanding of how to develop the practice of others</p> <p>Commitment to the importance of supporting students to develop the knowledge, and skills for keeping themselves and others safe.</p> <p>Up to date knowledge safeguarding guidance, national changes and their implications for the school</p> <p>Commitment to listen to all young people</p> <p>Commitment to inclusive education in a mainstream secondary school</p>

ASSISTANT HEADTEACHER

Person Specification

Leadership behaviours and qualities	<p>Effective leadership and management style that encourages participation, innovation and develops colleagues' confidence and trust</p> <p>The ability to work in close harmony with the head, senior team and staff</p> <p>The ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance</p> <p>The ability to develop the leadership skills of others as well as to learn from others</p> <p>The ability to enthuse and inspire others</p> <p>Excellent listening skills</p> <p>Strong interpersonal, written and oral communication skills</p> <p>Strong organisational and time management skills and the ability to delegate appropriately</p> <p>Strong ICT skills, especially for data management</p> <p>Passion, energy, resilience and optimism to lead the school through day-to-day challenges while maintaining clear strategic vision and direction</p> <p>A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision</p> <p>An understanding of equalities and the importance of diversity in promoting values education and developing a thriving school community</p> <p>The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders</p> <p>The ability to develop positive relationships with all young people and adults</p> <p>The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop</p> <p>A sense of humour</p> <p>Confidence and self-motivation</p> <p>The ability to work well under pressure</p> <p>The ability to be decisive</p> <p>High levels of honesty and integrity</p>
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This post is subject to an Enhanced Disclosure and Barring Service check.**

ASSISTANT HEADTEACHER

Job Description

Post title	Assistant Headteacher
Start date	September 2024
Salary range	L19 – L23 Inner London Pay Scale
Reporting to	Headteacher & Deputy Headteacher
Liaising with	Leadership Team, Subject Leaders, Pastoral Leaders, Other Staff, Governors, Parents, Partners
Core Purpose	<p>Assistant Headteachers are a key member of the Senior Leadership Team at the school, responsible for ensuring outstanding and effective practice across the areas which they lead.</p> <p>Assistant Headteachers are accountable to the Headteacher, Deputy Headteacher) for the strategic and operational leadership of the areas they overseen. They lead on and advise the HT and Governing Body, on key policies and practice in their areas reporting on outcomes for staff, students and other stakeholders.</p> <p>Assistant Headteachers hold formal leadership responsibility for one or more key areas of whole school improvement. They will be expected to develop and maintain high achieving teams and which support the current and the future needs of the school and its learners. They will influence and facilitate school strategy through their line management of teams, in their own areas of responsibility and in their day to day execution of the role.</p> <p>Assistant Headteachers are also involved in, and accountable for, the overall leadership and management of the school. They have key role in establishing, maintaining and promoting a school culture that characterised by high expectations, consistency, rigorous practice and which is highly aspirational for all members of the school community.</p>
Key Responsibilities (As directed by HT)	<p>Assistant Headteachers are required to undertake a range of operational and strategic responsibilities</p> <p>Actual and specific responsibilities will be identified, following appointment, in order to take account the needs of the school, the individual's expertise and experience. (NB Specific responsibilities can be rotated periodically to support each colleague's professional development)</p>
Educational Leadership and Vision	<ul style="list-style-type: none"> • Support the Headteacher in establishing a vision for the future development of the school • Communicate a clear, and compelling vision, for the school and the areas for which they are responsible • Contribute to the identification of key areas of strength and development in the school • Lead and support strategies for high academic standards and curriculum development • Present a clear and compelling vision for the school
Operational Management and Accountability:	<ul style="list-style-type: none"> • Produce and implement clear evidence-based improvement plans and policies to support the strategy and operational development of the school • Support the strategic and operational direction of the school • To maintain a presence around the school to ensure that the highest standards of behaviour are upheld, to contribute to the overview and review of student conduct and to participate in the regular whole-school supervisory duties fulfilled on a schedule basis by the Leadership Team

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Staff Development and Management:	<ul style="list-style-type: none">• Ensure that other leaders, post-holders and staff are to account for their roles and responsibilities in the interests of the school, other staff and young people• Ensure a focus on appropriate practice, progress and attainment across the school• Share responsibility for monitoring, evaluation, and review of the school's work• Set expectations for high academic standards and behaviour• Challenge under-performance and ensure corrective action• Ensure resources are used effectively and efficiently• Provide support for staff in improving their professional practice• Manage the development of staff• Set high expectations for own performance and others• Hold staff accountable for their roles and responsibilities• Support staff in accepting and understanding their own accountability• Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.• Manage, actively, the development of others for whom they are responsible• Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
Community Engagement and Partnerships:	<ul style="list-style-type: none">• Promote a culture of teamwork and value the views of all members of the school community• Develop effective partnerships with various stakeholders including governors, parents, other schools, and local authorities• Create an outward-facing school that champions best practice and collaboration• Develop and sustain effective partnerships with a range of partners including, but not limited to, Governors, Young People, Parents/Careers. Other schools. The Local Authority and volunteer partners• Helping to create an outward-facing school which works with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
Safeguarding and Welfare:	<ul style="list-style-type: none">• Be fully committed to the safeguarding and welfare of children and vulnerable individuals• Manage student conduct and ensure high standards of behaviour• Ensure schools' systems for monitoring, evaluation, and review are followed consistently
Personal and Professional Development	<ul style="list-style-type: none">• Be reflective, outward-looking, and collaborative• Set personal targets and take responsibility for own development• Engage in continuous professional development

NB - This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

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