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| THE APPLETON SCHOOLAssistant HeadteacherKS4 Raising Standards LeaderLeadership Scale 11-16APPLICATION PACK  |



**ASSISTANT HEADTEACHER**

**KS4 Raising Standards Leader**

**Leadership scale: 11-16**

The Appleton School are looking to appoint an experienced and highly effective leader with the energy, drive, enthusiasm and ambition to join a dedicated Senior Team. This is a unique opportunity to work as part of a forward thinking leadership team, helping lead a successful and expanding school.

The successful candidate will:

* Be an outstanding classroom practitioner
* Be an inspirational and enthusiastic leader with the ability to energise and motivate others
* Have a proven track record of ensuring excellent student achievement through their own practice and by leading other staff
* Have exceptional communication and interpersonal skills and a ‘can do attitude’
* Be able to enhance the performance of a highly successful school
* Be an innovative, strategic thinker

We will offer:

* Students who thrive within our inclusive ethos and enjoy school
* Staff who are committed, hardworking and highly motivated
* Supportive governors who work in a positive partnership
* Opportunities and experiences in preparation for the next stage in your career.

The Appleton School is a thriving, heavily oversubscribed innovative school. Rated ‘Good’ by Ofsted in 2019, we are always striving for improvement. We are keen to appoint an outstanding individual with a positive outlook and a proactive attitude – someone who will lead, enthuse and enrich the lives of the learners and staff with whom they work.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available from Julia Binstead, Personnel Manager jbinstead@theappletonschool.org



**JOB DESCRIPTION**

**POST:** ASSISTANT HEADTEACHER

**RESPONSIBLE TO:** HEADTEACHER

**RESPONSIBLE FOR:** Student progress and outcomes at KS4 (Yrs 9-11)

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

**JOB SPECIFIC DUTIES:**

The specific duties will be dependent on the skills and experience of the successful candidate and alignment with our existing strengths.

**Generic School Leadership Responsibilities:**

All SLT members take responsibility for:

* Evaluating school performance and identifying priorities for improvement
* Promoting excellence, equality and high expectations for all students
* Playing a driving role in devising and delivering the school’s vision, leadership and direction
* Ensuring achievement targets are aspirational
* Promoting a safe and productive learning environment which is engaging, motivating and inspiring for all students
* Undertaking day-to-day management, organisation and administration tasks
* Leading on day-to-day maintenance issues
* Line managing curriculum areas/key stages
* Participating in lesson observations and other quality assurance activities
* Being highly visible particularly at lesson changeover, before, after school, break and lunchtime, ensuring pupils arrive on time to school and class
* Touring the school site regularly taking the necessary action to ensure the school’s ethos is maintained and any areas of concern are followed through on and dealt with
* Being in contact with senior colleagues and the Headteacher at all times during the school day
* Challenging under performance at all levels
* Continuing self-development and participating in training and development activities
* Covering the duties of other senior colleagues as and when required



* Attendance at school Governing Body meetings where appropriate playing an active role in specific sub committees
* Furnishing reports to the school leadership team, Leadership Forum meetings, Governors and parents as required
* Providing up-to-date data relating to areas of responsibility and information for the school’s website and plasma screen based on role and responsibilities

**Line Management/Coaching:**

* A number of departments (to be agreed)
* KS4 Year Co-ordinators

**Specific Role Responsibilities:**

* Co-ordinate the Whole School Intervention/Revision Programme at KS4
* Regularly review key marginal students and use resources available to motivate staff and students
* Challenge under performance at all levels
* Regularly review pupil timetabled provision – reorganising groups where appropriate
* Disseminate information to parents including vulnerable groups re the programme in place
* Produce and implement clear evidence based improvement plans across KS4
* Co-ordinate parents meetings for students on the intervention programme
* Meet with parents where appropriate
* Train/support staff on effective intervention strategies and effective use of data
* Support departments in developing focussed assessments and structured teaching to maximum impact, ensuring progress checks are cumulative and staff understand level/grade boundaries and mark rigorously to Assessment criteria
* Develop a bank of best practice interventions for staff
* Meet with Heads of Department to agree targets, interventions and feedback on individual students who are key to overall achievement targets
* Support departments in use of Huddle and ensure all staff are utilising resources available
* Support staff in ensuring that professional predictions are accurate and all staff are using fine grading
* Ensuring via departments that students are fully prepared for their pre-public exams. Put in place Year 11 revision and study skills support via in-house/external input sessions
* Using assemblies to motivate students at KS4 incentivising their efforts, linking progress to hone performance
* Monitor very carefully ‘in-house variation’ at department or class teacher level, working closely with both to identify blockages and interventions/support required. Implement and monitor for impact



* Monitor and take action where group performance is below expectations. Liaise with Pupil Premium Co-ordinator and SENCO to ensure all pupils make progress, reporting to SLT, the Governing Body and external agencies where required
* To ensure that all performance data is manipulated and presented to a variety of audiences
* To ensure that pupil progress data is quality assured and no data is entered in isolation
* Identify via PiXL and put in place a range of strategies that will ensure staff are confident and competent in extending our more able students. Ensure that whole school targets are achieved
* Put in place a programme of peer mentors in Maths and English that is targeted and measures impact
* Organise KS4 information evenings in conjunction with Heads of Year
* Ensure clarity and intent around pupil learning checklists (PLC’s) and diagnostic testing and therapies to ensure good delivery and impact on students’ progress

All members of SLT over time should expect to experience some role rotation dependent upon the needs of the school at the reasonable discretion of the Headteacher. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The post holder will be expected to attend meetings and evening events relevant to their role.

All SLT are expected to be excellent role models for both staff and pupils, striving for the best possible professional standards in all their actions and their dealings with those associated with The Appleton School and its wider community.

April 2019

Dear Applicant,

Thank you for your interest in the post of Assistant Headteacher at The Appleton School. We are looking to appoint an experienced and highly effective leader to join our dedicated Senior Team. This post will be pivotal in working within the Senior Team to help shape the future for the students at The Appleton School and support our continual drive for improvements within all aspects of the school.

The Appleton School’s ethos is Achieving Excellence by providing the very best learning environment, opportunities and outcomes for all students. We support and develop them into becoming confident and assured members of the School community and prepare them as they go forward into the next stage of their development, including in the Sixth Form, further education and the workplace.

The successful candidate will display the drive and determination to build on our past successes through innovative approaches, outstanding leadership skills and a ‘can do’ attitude.

The Appleton School is significantly oversubscribed with a vibrant Sixth Form. We offer a broad and balanced curriculum at all key stages and believe in offering all of our students the opportunity to broaden their horizons and therefore provide them with the best possible life chances.

We are looking for an Assistant Headteacher who takes their own and others professional development seriously and has the desire to take the opportunities on offer in preparation for the next stage in their career.

The role of Assistant Headteacher requires the successful candidate to have a proven track record and a secure grasp of the use of data while showing the ability to use the information they receive to work with teachers, students and parents to ensure students make outstanding progress in their learning.

We are seeking to appoint an outstanding, inspirational leader who believes in unlocking the potential of young people, supporting students as well as staff to achieve excellence.

The closing date for application is midnight on Monday 22nd April 2019 and interviews will be held on the Thursday 2nd May 2019 and Friday 3rd May 2019. Please ensure that you complete the Application Form and write a letter of no more than 2 sides of A4 in support. Please complete via TES online direct or email your Application Form and supporting documents to jbinstead@theappletonschool.org .

Thank you again for your interest in this post and we look forward to receiving your application.

Yours sincerely,

Karen Kerridge

Headteacher