**Longhill High School**

**Rottingdean**

**Brighton**

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**Information Pack 2019**

**Assistant Headteacher**

**Leadership Scale L12-L16**

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Falmer Road

Rottingdean

**Brighton**

East Sussex

BN2 7FR

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### Longhill High School

 Longhill High School

May 2019

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

Ofsted said in September 2018 that *‘Teachers have renewed enthusiasm for teaching and a group of staff actively research new ways to inspire pupils. Consequently, teachers are motivated and form part of the ambitious learning culture permeating throughout the school.’*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely



**Miss K Williams**

**Headteacher**

**LONGHILL HIGH SCHOOL**

**Job Description**

**Assistant Headteacher**

 **Reports to**: Deputy Headteacher

**State of Post**: Full Time, Permanent

**Purpose of the Role:**

* Support the vision, ethos and policies of the school and promote high levels of achievement.
* Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
* To develop and maintain school policy documents that relate to key areas of responsibility.
* To be a member of the Senior Leadership Team and make a significant contribution to the strategic development and direction of the school.
* Implementation of appropriately delegated elements of the school improvement plan.
* Develop, plan, lead, monitor and evaluate relevant whole school responsibilities as defined in the Assistant Headteacher key roles/ responsibilities.
* Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
* Support the Headteacher in developing positive working realtionships with and between all staff and provide and sustain motivation.

**Role Specific Duties:**

* To contribute to and implement the school improvement plan.
* To be part of the Leadership Team and advise the Headteacher as appropriate on all matters relating to the Assistant Headteacher’s area of responsibility.
* To take a lead in promoting the best educational practice in the school and to manage change effectively.
* To keep up to date with current practice in education.
* To set an example of good pedagogy and open management style to the rest of the staff.
* To enable and empower other staff in the school to fulfil their role.
* To play an active role in planning for the future development of the school.
* To lead whole school initiatives that contribute to Raising Achievement / School Improvement.
* To be responsible for various aspects of the day to day management of the school.
* To take line management responsibility for negotiated curriculum/ pastoral and support areas.
* To take responsibility for managing an area of development for the school which may change in line with the School Improvement Plan.
* To participate in and support the work of all staff.
* To participate in the review, monitoring and evaluation of student progress.
* To be responsible for promoting and safeguarding the welfare of children.
* To liaise as appropriate with other professional institutions or individuals outside the school.
* To promote the work of the school to other interested parties.
* To take part in periodic reviews of the particular responsibilities of the leadership teams.
* To participate in and manage as appropriate staff recruitment and retention.
* To oversee, in consultation with the Headteacher, the professional development of colleagues for whom the Assistant Headteacher has a line management responsibility.
* To ensure that the professional development needs of staff are identified and supported within the context of Whole School Development Plan.
* To participate in the School’s Self Review, contribute to the completion of the School Evaluation Form (SEF) and Performance Management procedures and to act as a reviewer where appropriate.
* Maintain an agenda of success and achievement for the school.
* Build learning capacity at the school by removing barriers to good teaching and planning for progression.
* Establish and maintain clear expectations in relation to standards, quality and achievement for both teachers and students in the school.
* Provide and support a consistent team approach to routine and discipline matters.
* To carry out any other tasks as may be reasonably directed by the Headteacher.
* To contribute to SLT reporting to the Governing Board.

**Longhill High School**

**Person Specification**

**Assistant Headteacher**

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| **Qualifications** | **Essential** | **Desirable** | **Evidence** |
| Degree and qualified teacher status | **✓** |  | Application Form |
| Further degree or study at Higher Level |  | **✓** | Application Form |
| Further professional learning & development | **✓** |  | Application Form |
| Designated Safeguarding Teacher Training |  | **✓** | Application Form |
| Ambition to progress to Headship |  | **✓** | Application Form |
| **Experience** |
| Leading students of all abilities and ages | **✓** |  | Application Form |
| Leading a significant team in developing and delivering strategic aims | **✓** |  | Application Form |
| Working with and presenting to parents | **✓** |  | Application Form |
| Working collaboratively with partners and agencies beyond the school | **✓** |  | Application Form / Interview |
| Working with and presenting to governors |  | **✓** | Application Form / Interview |
| Undertaking action research |  | **✓** | Application Form |
| **Teaching and Learning** |
| Significant experience of teaching at secondary comprehensive school(s) | **✓** |  | Interview |
| Excellent teacher with a clear understanding of what makes effective pedagogy | **✓** |  | Application Form / Interview |
| Excellent teacher with a clear understanding of what makes effective pedagogy | **✓** |  | Application Form / Interview |
| Strong grasp of strategies for quality assurance, monitoring and measuring impact | **✓** |  | Application Form / Interview |
| Effective and intelligent use of data to raise outcomes for young people | **✓** |  | Application Form / Interview |
| **Leadership and Management** |
| Experience of leading projects resulting in the delivery of successful change | **✓** |  | Application Form / Interview |
| Ability to adapt leadership approaches for different situations | **✓** |  | Interview |
| Ability to create a dynamic working environment where colleagues feel valued and accountable to the school | **✓** |  | Application Form / Interview |
| Lead with emotional intelligence | **✓** |  | Interview / Reference |
| Lead by example, inspiring, motivating and empowering others | **✓** |  | Interview / Reference |
| **Professional Knowledge** |
| Developing and embedding systems to support school work | **✓** |  | Application Form / Interview |
| Developing a caring ethos routed in high expectations and outcomes within a school | **✓** |  | Application Form / Interview |
| Intervention strategies and models for raising achievement of the most vulnerable groups | **✓** |  | Application Form / Interview |
| Child Protection and safeguarding |  | **✓** | Application Form / Interview |
| Developing successful strategies for engaging parents/carers |  | **✓** | Application Form / Interview |
| Inclusive approach to education | **✓** |  | Interview / Reference |
| **Skills and Attributes** |
| Ability to lead, motivate and inspire teams | **✓** |  | Interview / Reference |
| Capacity to challenge teams and individuals to improve performance | **✓** |  | Interview / Reference |
| Ability to play a significant role in the development and implementation of a shared strategic vision for raising outcomes | **✓** |  | Interview |
| Capacity to work alongside colleagues, coaching and advising in order to improve performance | **✓** |  | Application Form / Interview |
| Proven track record of leading improvement across a team, resulting in improved outcomes | **✓** |  | Application Form / Interview |
| Ability to synthesise and analyse data, and draw up detailed action plans leading to securing improvement | **✓** |  | Application Form / Interview |
| Ability to demonstrate and promote effective practice | **✓** |  | Application Form / Interview |
| Ability to quickly establish and maintain positive relationships with students, staff and families | **✓** |  | Interview / Reference |
| Understanding of safeguarding issues and promoting the welfare of children and young people | **✓** |  | Interview |
| Passionate about young people and securing the best opportunities for them | **✓** |  | Interview / Reference |
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| Proven ability to work effectively as a team member  |

 | **✓** |  | Interview / Reference |
| Effective communicator | **✓** |  | Interview / Reference |
| Presence and confidence | **✓** |  | Interview |
| An efficient administrator | **✓** |  | Interview / Reference |
| Maintains and encourages a work life balance | **✓** |  | Interview |
| Personal resilience, tenacity and enthusiasm with the ability to work effectively under pressure | **✓** |  | Interview / Reference |
| Demonstrates personal and professional integrity, dedication, loyalty and sense of humour | **✓** |  | Application Form / Interview |

**Longhill High School is is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.**

SUMMARY STATEMENT ON USE OF DISCLOSURE

INFORMATION IN RECRUITMENT & SELECTION

**Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of ‘regulated position’ under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

**Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council’s Code of Practice on the Use of Disclosure Information.

**Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council’s Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.