



GREENSHAW
LEARNING TRUST



Assistant Headteacher Teaching and Learning Recruitment Pack

Dear Candidate,

October 2023

Thank you for your interest in our Assistant Headteacher post.

This is a unique and exciting opportunity for an inspirational and aspirational leader to join Blaise High School and further contribute to the life chances of our young people in the school and across the Trust. The school is on a rapid trajectory of improvement that will be sustained over many years and this is a chance to be part of something very special. Blaise High School has made significant and rapid progress since becoming a part of Greenshaw Learning Trust. The successful applicant for this role will play a major part in taking the school to the next level and supporting it in becoming a school in the top 1% nationally. This role will support your career development and equip you for a future Headship within the Trust.

The successful applicant will be fiercely passionate about the improving of life chances for our children and committed to continuing to develop the foundations we have already built here at Blaise High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations and are adamant that no child will have their education stolen by poor behaviour in lessons. The successful applicant will have a clear understanding of this and the importance of this culture in providing the conditions in which high quality, expert teaching can take place for the good of the children in the community. We believe that there is no ceiling on the potential achievement and progress of this school and these children, and we want leaders who embody this in their day to day work.

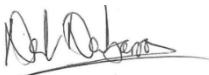
We want to be clear that working in senior leadership at Blaise High School takes dedication, resilience and tenacity. The successful applicant must be willing to work hard, day in and day out to serve the young people and staff of our school in ensuring that all students are able to climb their own personal mountain to the very best universities in the country, or careers of their choosing. The successful candidate will also be prepared to work closely and collaboratively with colleagues, holding the best interests of students first and foremost in any decisions.

As well as their whole school remit, all Senior Leaders contribute to the wider leadership of all aspects of daily life at school. This includes taking full part in our priorities for Teaching and Learning, Student Outcomes and Character Education. We are looking for an Assistant Head to lead on teaching and learning across the school, continuing to drive forwards the vast improvements that we have made in the last 12 months.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences meet the requirements of this job description and person specification.

I would welcome an informal conversation with any potential candidate; please contact my PA Jade Bristow via email: bristowj@blaisehighschool.co.uk. I strongly encourage interested candidates to visit the school and see it in action.

Yours faithfully,



Nat Nabarro - Headteacher

Blaise High School - About Us

We are very clear on our core values and beliefs in the primary areas of our school and we are then deliberate in how we enact these in our school.

Curriculum

We teach a knowledge rich curriculum, not a knowledge heavy curriculum. Our resources are centrally planned, allowing our teachers to **intellectually prepare**, not spend time making powerpoints. We focus on the teaching of **powerful knowledge**, enabling students to move out of their lived experiences, and access the best universities or careers of their choosing. Our curriculum sequencing is underpinned by our knowledge organisers. These form the backbone of our curriculum and homework.

Behaviour

The SLT own behaviour at this school. Teachers use a set of microscripts to implement a centrally administered policy. SLT and non - teaching staff run the referral room, detentions and all parent contact regarding behaviour. Teachers at Blaise High School are able to teach in a **disruption free environment**. Every classroom is consistent and staff have the complete support of SLT when challenging behaviour. We emphasise personal responsibility on behalf of children when we discuss their behaviour.

Character Development

We believe outcomes are the most important function of a school, however we are also committed to the development of children's characters. We do this through explicit teaching of our values; 'Aspiration, Integrity and Pride' We have a series of mantras which we use to give children practical steps in being successful, for example 'Work Hard. Be Kind' Our character programme equips every child with the necessary character to achieve excellent outcomes and to succeed at one of the country's very best Universities or careers of their choosing.

Teaching

We teach in a traditional style. At Blaise High School teachers are the experts in the room. Our lessons utilise an I, We, You structure and there are visualisers in every classroom to enable effective guided practice. All of our staff take part in weekly, 15 minute CPD that is generally based on techniques from Teach Like A Champion. This is supplemented by fortnightly practice sessions, and regular departmental intellectual preparation opportunities. We keep the main thing, the main thing and focus on enabling teachers to teach great lessons.

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast -response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher Scheme.

Job Description – Assistant Headteacher

Reporting to	Deputy Headteacher
Salary	Leadership Range, L11 – L15 (£56,796 - £62,561)
Hours:	Full time (1 FTE)
Contract:	Permanent
Start Date:	The successful candidate will take up the post as soon as possible but will consider February, Easter and September as possible start dates for the right candidate.

Main purpose of the role:

This leadership position is open to dynamic, inspiring, and outstanding leaders who have a proven track record of delivering excellent attainment and achievement. The role requires strategic thinking and an ability to lead from the front whilst offering challenge and support to all stakeholders. The successful candidate will lead on Teaching and Learning across the school

The successful candidate will:

- demonstrate a passion for education and a desire to improve the life chances of all students;
- have the ability to build a culture of continuous learning and development;
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning;
- assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the school;
- have the ability to empower and motivate staff;
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity;
- have successful experience as a senior or middle leader with a proven track record of success.
- be fanatical about teaching and learning, up to date with the latest research, and relentless in their quest for excellence in teaching across the school.

Key Purpose: With the Headteacher and Leadership Team:

- Share responsibility for school policies, decision-making and strategic planning;
- Develop an ethos of extremely high expectations of staff and students
- Take full accountability for key areas of the school's work.
- Manage staff and resources
- Monitor progress towards the achievement of the school's aims and objectives
- Be a highly visible presence around the school and model expectations of staff and students;
- Have a strategic overview of Curriculum, Teaching and Learning

Duties and responsibilities

1. Leadership

Under the direction of the Headteacher and as part of the Leadership Team:

- Support the Headteacher and Leadership Team in the day-to-day management of the school

- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all students
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

2. Managing staff

Under the direction of the Deputy Headteacher and as part of the Leadership Team:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

3. Modelling best practice for teachers

- High expectations of exemplary behaviour Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and expecting excellent practice
- Work with the governing board and multi - academy trust as appropriate Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other job requirements

The teacher will be part of the school's appraisal scheme. They will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

Safeguarding

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change. The Assistant Headteacher will carry out any reasonable task as directed by the local governing body or the GLT Director of Secondary Education.

Person specification – Assistant Headteacher

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable	Evidence
Training, Qualifications and School Experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:			
	• degree • teaching qualification • commitment to own self development	• higher qualification in education and/or management • experience in senior leadership • curriculum and pastoral experience at senior management level	• application form • qualification certificates
Experience of Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:			
	- developing and implementing strategies for raising achievement and achieving excellence for students, staff and self • school development planning and evaluation • data analysis and target setting; • using evidence-based information about effective learning and assessment for learning • identifying and implementing effective strategies for improving teaching and curriculum understanding and effectiveness	• successful leadership • change management • being part of a team that has led a school from one Ofsted category to another (e.g. Good to Outstanding)	• statement of suitability • selection process • references

Personal and Professional Qualities and attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:

• provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its centre. • work in partnership with the Leadership Team to take the school forward. • lead by example and aim to inspire, motivate, influence and empower staff and students through personal. • commitment, maintain and develop our ethos of diversity, inclusivity and equality of opportunity. • set priorities and agree and achieve ambitious goals and targets. • work collaboratively with others, delegating appropriately. • create an environment in which staff accept their responsibility for students' learning outcomes. • seek and act on, feedback from others, including colleagues and governors. • build and maintain effective relationships and communicate appropriately with governors, staff, students and parents. • demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenges.	work in partnership with an academy trusts or other outside providers of support and advice	
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Professional Knowledge and understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:

• whole school teaching and learning, and curriculum development • curriculum developments and design in all key stages • current educational issues, including national policies, priorities and legislation • effective strategies for maintaining and developing high standards of attainment, behaviour and attendance • principles and practice of educational inclusion, diversity and access • developing choice and flexibility to meet the learning needs of every student		• statement of suitability • selection process • references
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The Recruitment Process

1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.blaisehighschool.co.uk or Eteach or TES. The applications must be completed via the Greenshaw Learning Trust online portal.

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

The School reserves the right to interview candidates prior to the closing date therefore early application is recommended.

Applications must be received no later than Friday 27th October 2023 at midday. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on the 30th October 2023.

3. Interviews

The selection process will consist of a series of interviews and discussions with stakeholders and candidates may be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up the post as soon as possible but will consider February, Easter and September as possible start dates for the right candidate.

Should you require any additional information, please contact Ms Jade Bristow, HR Manager on bristowj@blaisehighschool.co.uk