



THE RADCLIFFE SCHOOL
INSPIRE AND ACHIEVE

Assistant Headteacher: Learning Support

ISR L13 – L17
(£55,202 - £60,895)

Candidate Information



Assistant Headteacher: Learning Support

ISR L13 – L17
(£55,202 - £60,895)

“The Radcliffe School is a Good School” – Ofsted, 2020

This is an Assistant Headteacher role with a difference. We need a passionate leader who understands that the leadership of standards and teaching and learning at all stages can make a significant and life changing impact on young people’s lives. The successful candidate will join our Good school in January 2021 and will join our highly committed and talented team as we continue on our journey towards excellence.

You will have strategic oversight of Behaviour for Learning strategies, Pupil Premium progress and SEND student progress and will be the senior lead for different curriculum teams. Your focus will be to raise standards through good teaching and learning, working in collaboration with key staff from across the school.

If you are an excellent teacher, with strong curriculum middle leadership experience, and you want to step into Senior Leadership, our School Leadership Team will support you in this role. Alternatively, you may be a candidate, with established senior leadership experience, who wishes to further develop your leadership experience in readiness for Deputy Headship, in which case we are keen to hear from you. If you have a proven track record of successfully delivering and leading whole school initiatives, this could be the exciting next step you’ve been searching for to develop your flourishing career.

Our Senior Leaders value and demonstrate resilience, consistency and an excellent work ethic. You will share their focus and passion for the bigger picture, and you will understand a strategic approach to school improvement. You will bring a level of confidence that will allow you to quickly establish your reputation both within and outside the school, providing a visible, credible and motivating presence. You will have the ability to inspire those around you with your passion, subject knowledge, team ethic and commitment to the highest standards. You will have the capacity to challenge, support and inspire.

Please go to www.radcliffeschool.org.uk for more information about the post and an application form. If you are interested in this role and would like to find out more, please email Jo Moloney, HR Manager (jo.moloney@radcliffeschool.org.uk) to arrange an informal telephone conversation with the Headteacher, prior to application.

The deadline for applications is Monday 12th October 2020 with interviews taking place before half term. We reserve the right to bring forward the closing date where we find suitable applications and so we advise that applications should be submitted as soon as possible as we may choose to interview shortly after receipt.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.



Letter from the Headteacher

Welcome to The Radcliffe School

Thank you for your interest in the role of Assistant Headteacher for Learning Support. The vacancy has arisen as our present Assistant Headteacher will be retiring.

This is an exciting opportunity at a very exciting time for The Radcliffe School as you will have seen from our recent Ofsted Inspection report. You will be joining a friendly and supportive Senior Leadership Team who work closely together to achieve the school's Development Plan with warmth and humour. However, we are also looking for someone who can challenge what we do and offer new ideas and innovations.

Our school is a truly comprehensive school with a very socially and culturally diverse community. However, the one thing everyone has in common is the supportive culture we all value so highly. Our school has been described as warm and welcoming and that is something I am particularly proud of. We strive to support our students but also each other. Whether it's developing and realising career ambitions or improving classroom practice, you will not find a more collaborative and helpful staff team. (Yes, I know I am biased!)

The staff who support learning across the school have worked hard to drive through the necessary improvements to improve the quality of education for students in every lesson. You will be working with lively, energetic and enthusiastic middle leaders who have brought the team together to communicate a love of learning across the school community. They share teaching strategies and ideas regularly as part of their department meetings and this has made a real difference to the ethos of the departments and how students perceive the curriculum.

Our school has always supported an inclusive ethos and the addition of our Additionally Resources Provision for students with ASD has been especially rewarding. Our highly skilled SEND team are very experienced and are ably supported by our Speech and Language Therapist. Our SENCo and Assistant SENCos support teaching across the school and enable our teachers to understand students' individual learning needs.

Our school has worked together to develop a curriculum and learning ethos on which to build. Our aim is to consolidate the Good standards and build on them to secure The Radcliffe School as Good or better for the longer term. What we have achieved so far will enable us to support our students' education and outcomes so they have the best and broadest opportunities open to them. Which is why "Building Brighter Futures Together to Inspire and Achieve" is something we really believe and live by every day.

If you would like to discuss this post with me, please email me on p.lawson@radcliffeschool.org.uk.

I look forward to hearing from you.

Yours sincerely

Paula Lawson
Headteacher



JOB DESCRIPTION

Assistant Headteacher: Learning Support

In addition to the responsibilities of class teacher as set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- comply with the teachers' standards and modelling best practice for others

They may also be required to undertake any of the duties delegated from the Headteacher.

Area of responsibility

In partnership with the Headteacher and the Senior Leadership Team, the Assistant Headteacher will provide professional leadership and management of:

- Behaviour for learning strategies, including the Learning Support Centre.
- Pupil Premium progress.
- SEND progress.
- Subject lead of curriculum areas.

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Communicate the school's vision personally demonstrating the vision and values in every day work.
- Practice and support strategic leadership, playing a significant role in school self-evaluation and through the School Development Plan, in areas of school policy and practice.
- Support with the day-to-day management of the school through effective organisation and management, seeking ways to improve organisational structures and functions through rigorous self-evaluation.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students.
- To take an effective role in the School's Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all students.
- Build positive relationships with all members of the school community, showing positive attitudes to them to build a professional learning community which enables others to achieve.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally, and disseminate effectively as appropriate.
- Seek training and continuing professional development to meet own needs.
- Monitor and evaluate work carried out by teams within the school to ensure subjects or areas achieve targets and impact positively on the objectives and priorities of the school.



- Work with the SLT to raise the quality of teaching and learning and students' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, LA and the DfE, ensuring that students enjoy and benefit from a high quality education.

Students, Parents and Carers, Community and Staff

Under the direction of the Headteacher or Deputy Headteacher:

- Through leadership, contribute to a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students.
- With SLT, develop and maintain positive links and relationships with the local community, employers etc to promote a positive image of the school and strengthen community cohesion.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Hold all staff to account for their professional conduct and practice.
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.
- Assist with the selection and recruitment of new teaching staff.
- Commit to own professional development, proactively identifying development opportunities.

Modelling best practice for teachers

- Demonstrate excellent performance against all aspect of Teachers' Standards.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school

Safeguarding

- The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring knowledge and understanding is up to date with clarity of procedures to be followed. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.



The specific focus for the Assistant Headteacher's work programme will be directed and agreed at the beginning of each academic year or as necessary. Duties and focuses within the roles and responsibilities of the Senior Leadership Team will be directed by the Headteacher as appropriate.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



PERSON SPECIFICATION:

Criteria	Essential	Desirable
Qualifications		
Degree	✓	
A DfE recognised teaching qualification	✓	
National Professional Qualification for Headship (NPQH)		✓
Further relevant qualifications		✓
Professional Understanding		
School improvement	✓	
Accountability	✓	
Teaching, Learning and Assessment	✓	
Student Behaviour and Welfare	✓	
Professional Experience		
Successful teaching as demonstrated in student outcomes	✓	
Leading CPD	✓	
Middle leadership experience in a secondary setting	✓	
Excellent skills within ICT, especially in the use and analysis of data	✓	
Working with governors		✓
Pastoral responsibilities	✓	
Professional Abilities:		
Ability to think strategically	✓	
Ability to manage teams	✓	
Ability to communicate effectively to a variety of audiences.	✓	
Ability to persuade and influence	✓	
Ability to communicate complex ideas simply to a wide range of audiences	✓	
Ability to manage change effectively	✓	
Ability to plan	✓	
Ability to evaluate	✓	
Ability to provide comprehensive reports	✓	
Personal Qualities:		
Honesty and integrity	✓	
High personal credibility	✓	
Passion to serve disadvantaged communities	✓	
Commitment to making a difference	✓	
Embraces accountability	✓	
Problem solver	✓	
Flexibility	✓	
Resilience	✓	

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to the Headteacher to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

