

VACANCY DETAILS

Job title: Assistant Headteacher

Responsible to: Headteacher / Deputy Headteacher

Salary: Leadership scale, L12 – L19 depending on experience

Terms: Full time, permanent

Starting: September 2024

Overview of the school

Marylebone Boys' School is a Free School which opened in September 2014. We have 600 boys in Years 7-11. We launched our mixed-gender Sixth Form in 2019 and will eventually have approximately 840 pupils studying at our school.

We are an inner-city boys' school with a cohort of 50% Pupil Premium students. We are an academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential. Our motto is "studio et industria", which can be translated as "through application and hard work".

We are located in the heart of the prestigious Paddington Basin area built by Westminster City Council. We are just a stone's throw from Paddington Station with all the benefits of the Elizabeth line as well as the existing Underground and National Rail connections. With two school sites, both on North Wharf Road, we are a modern, vibrant inner city secondary school.

In addition to our strong academic focus, we place great importance on personal development and supporting the ambitions of our students. The staff care passionately about the well-being of the pupils and are driven to ensure their educational experience is the best it can be. Our students are enthusiastic learners and actively engage with the extensive range of opportunities available to them.

The successful applicant will be dedicated, creative and talented with the ability to inspire others. They will model outstanding practice in the classroom and in all interactions with parents, Governors, colleagues and of course, students. They will join a team committed to securing the highest quality learning experiences so that all of our students receive an outstanding education.

We follow safer recruitment practices and appointments are subject to a satisfactory Enhanced DBS.

CORE PURPOSE OF SENIOR LEADERSHIP ROLES AT MBS

- All members of the SLT will assist MBS in ensuring the highest possible educational outcomes and standards in the school by creating an ethos of the 3Ps - Positivity, Professionalism and Productivity - where students and staff are valued, where all stakeholders are inspired, challenged, motivated, empowered and kept safe.
- All SLT members will play a crucial role in shaping the strategic direction of the school and support the headteacher in determining the long-term vision.
- SLT will lead on delegated areas of responsibility where they will develop policies and practice to ensure the smooth running of the school.
- The SLT will lead a climate of learning where they act as role models of classroom practice and discharge their teaching duties effectively.
- The SLT will be models of outstanding behaviour to all staff and students, ensure they have high visibility around the school, throughout the day, at school events and in and out of school time.
- SLT will use data to track and monitor student progress against targets and their starting points to ensure they make suitable progress.

SLT will ensure outcomes for pupils are outstanding by embedding effective school evaluations systems to ensure continuous improvement.

OVERVIEW OF ASSISTANT HEADTEACHER ROLE

We are seeking to appoint an Assistant Headteacher (AHT) who will be a key member of the Senior Leadership Team. You will work with the SLT, which is made up of the Headteacher, two Deputy Headteachers, four Assistant Headteachers and the School Business Manager, to create an exciting learning environment with an emphasis on academic excellence and high standards of behaviour.

JOB DESCRIPTION

The AHT will have a set of responsibilities as agreed by the Headteacher in consultation with the SLT and will be crucial in leading and supporting the implementation of school vision and policy. The exact responsibilities of the AHT will be influenced by their skillset and the needs of the school, and could include a range of the following areas:

Curriculum

Strategic planning – oversight of the curriculum implementation.

Timetable – input into the school curriculum plan, staffing, rooming, timetabling.

Staffing – coordination of staffing plan, involvement in recruitment.

Cross-curricular – coordination of collaborative activities and projects, curriculum.

Enrichment provision of extra-curricular activities.

Pupil progress

Assessment – assisting the coordination of regular and timely progress checks, analysis of results and dissemination to various parties.

Exams – assisting the coordination of internal exams and baseline testing.

Reports – assisting the coordination of reporting system.

Progress monitoring – coordination of intervention strategies, overall responsibility for individualised learning within the key stage.

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School Self Evaluation

Contribute to the overall self-evaluation of the school and lead on student voice within the key stage.

Pupil welfare and behaviour for learning

Work in conjunction with the Heads of Year in establishing effective behaviour for learning.

Work with outside agencies in providing suitable provision for students requiring additional welfare support.

Work with the SLT to manage behaviour, rewards and sanctions, and manage exclusions.

Support the trauma-informed approach to inclusion and behaviour.

Policies

Implementation and review of relevant policies with the support of the Headteacher and Governing Body.

Line management

Line management of at least one year group.

Line management of at least one faculty or subject area.

School events

Lead on relevant parent meetings.

Membership of at least one Governing Body committee.

The duties listed above are not an exhaustive list; the AHT will be expected to comply with any reasonable request from the Headteacher or line manager that is not specified in this job description, including

- Undertake any professional duties of the Headteacher as reasonably delegated by the Headteacher.
- Provide support for staff and students.
- Ensure the smooth running of the school and adherence to the various procedures within which the school operates and upon which its ethos and core values are based.
- Be an active member of the SLT.
- Undertake teaching responsibilities as appropriate with a teaching load comparable with other existing Assistant Headteachers at MBS.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>Qualified teacher status</p> <p>Good honours degree in a relevant subject</p> <p>Recent evidence of involvement in professional development - delivering and receiving</p>	<p>A management qualification, either gained or working towards eg Leadership Pathways, NPQSL</p>
Experience	<p>Leading and managing a department, year group or key stage</p> <p>Leading or playing a significant role in a number of whole school initiatives</p>	<p>Experience of teaching at A level</p> <p>Experience of working with boys and knowledge of their particular learning styles</p> <p>Experience of building relationships with parents, stakeholders and the wider community</p>
Knowledge and understanding	<p>Strategies for improving standards of learning and achievement especially for high ability pupils and those with English as an additional language</p> <p>A commitment to meeting the personal needs of every child</p> <p>A belief in the role of individual learning in education with the ability to articulate and deliver this vision, to staff and ultimately to students</p> <p>Excellent strategies for discipline</p>	<p>Knowledge of strategies for improving standards of learning and achievement especially for high ability pupils and those with English as an additional language</p> <p>Knowledge of a trauma-informed approach to inclusion and behaviour</p> <p>Knowledge of how to handle personal issues with tact and diplomacy, especially those faced by boys</p> <p>The ability to evidence and apply good understanding of the role of parents and</p>



Marylebone Boys' School

STUDIO ET INDUSTRIA

	<p>A strong belief in working in partnership with others</p> <p>The ability to market and represent the school to different stakeholders.</p>	<p>community in school improvement across a range of cultures</p> <p>The ability to evidence and apply secure knowledge and up to date understanding of child protection, safeguarding issues and procedures and the ability to keep children and young people safe.</p> <p>Knowledge of pastoral care, especially in relationship to boys.</p>
Personal attributes	<p>A successful enhanced DBS check</p> <p>Excellent communication skills, both verbally and on paper</p> <p>Ability to acknowledge excellence and challenge poor performance across the school</p> <p>Reliability and integrity</p> <p>Good personal organisation.</p> <p>Attention to detail</p>	<p>Range of interests which allow a good work-life balance</p> <p>Experience of mentoring and coaching</p> <p>A sense of humour</p>

APPLICATION & SELECTION PROCESS

- Applications are due in by close of day (midnight) on Sunday 10 March 2024.
- Complete the application form fully, including the separate supporting statement (maximum 2 pages).
- The selection process will take place during the week commencing Monday 18 March 2024.
- You will find further information about us on our school website and on the TES Careers page.
- Prospective applicants are welcome to contact the school directly via jobs@maryleboneschool.org to arrange an informal discussion with the Headteacher, Richard Ardron.