



Assistant Head Teacher Applicant Pack





“Together we engage, thrive and achieve”

Executive Head Teacher: Lori Ann Mackey MA (Ed)

Head of School: Heather Jolly BA (Ed) Hons

Primary: Sidcup and Crayford / Secondary: Belvedere

<https://www.shenstone-tkat.org/>



Dear Applicant

Thank you for showing an interest in the role of Assistant Head Teacher at Shenstone School.

We have devised this applicant pack to show you, with pride, what being a member of the Shenstone School community means. Please take time to read through the literature provided, and we would encourage you to explore the school's website and arrange a time for a school tour, as detailed on the job advert page.

Our website can be found at www.shenstone-tkat.org and contains further information about our Vision and Values, Policies and Procedures, Health and Well-being, Curriculum Offer, School Development Plan, Ofsted report and highlights what makes Shenstone a truly remarkable school. The school has an ethos of ***“Together we engage, thrive and achieve”***. This is integrated into, and evident in, all we do at Shenstone.

If, after reading through the applicant pack, you still feel as though Shenstone is the place for you, we would welcome you to apply. To do so, please use the application to showcase your experience and how it reflects both the job description and person specification for the role. We want to hear why you are choosing Shenstone School and what you can bring to the role.

If you require any further information or have queries, please do not hesitate to contact the school office at 01322 524145 or via e-mail at hr@shenstone-tkat.org.

Yours faithfully

Lori Mackey
Executive Head Teacher



2022-2025



About Shenstone School

Shenstone School is an all-through specialist school for children and young people with severe and/or profound and multiple learning difficulties. Although we currently have a temporary facility for our secondary students, a specially adapted secondary school is currently being built in Halt Robin Road, Belvedere. We opened our doors to our secondary provision in September 2022 when we welcomed our first cohort of pupils and we now currently have one year 8 and two year 7 classes.

Our staff are passionate about providing our students with the best learning opportunities. Working in partnership with parents and carers, we successfully foster and develop a positive attitude in our young people and support them to have opportunities that will allow them to achieve beyond their expectations. The support and guidance students receive from staff give them the confidence to learn independently and strive to achieve their most aspirational outcomes. The school positions itself as a centre of excellence for its students, parents/carers, staff, local authorities and the wider community.

We aim to ensure that all students have the maximum opportunity to participate fully in society to enhance their life chances. We pride ourselves on ensuring that learning remains purposeful but is equally fun. We are committed to supporting the emotional health and well-being of all our students, staff and parents/carers, and we stand by our motto of "Together we engage, thrive and achieve".

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities.



Shenstone Secondary Build is underway - Ready for Sept 2025!!!



Shenstone School

29 February at 14:41 · 🌐





About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website www.tkat.org, you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

Working for TKAT:

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

Shenstone is one big team

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

I loved working at Shenstone, the staff were friendly and the children were lovely.

I like working at Shenstone, the SLT and all the staff are lovely.

Job Advert

Post Title:	Assistant Head Teacher
Post Location:	Shenstone School: <u>Primary School</u> - We have two Primary sites based in Crayford & Sidcup <u>Secondary School</u> – for the 2024-2025 school year, our Secondary site will be temporarily based at Jubilee Primary School, before moving to our new building in Halt Robin Road, which will be opened in September 2025. <i>As Assistant Head Teacher you will be predominately based at one of our sites, however you will need to be prepared/willing to work at any of our three sites for the purpose of operational feasibility.</i>
Contract Type:	Permanent
Hours/Weeks:	Full-time/52 weeks per year
Salary:	£55,360 - £65,176 We are offering a salary between points 4 – 11 on the leadership scale. The salary will be dependent on experience and qualifications. This will be discussed further at the interview/appointment stage.
Post Start Date:	1 st September 2024
Tour:	Please e-mail hr@shenstone-tkat.org with your availability and we will arrange a convenient time for you to come into school for a tour and to meet our amazing pupils.
Closing Date:	Midnight Sunday 12 th May 2024.
Interview Date:	This will take place during week commencing 20 th May 2024.

About the Role

A great opportunity has arisen for the role of Assistant Head Teacher at this very exciting time for Shenstone as we embark on the build and upcoming opening (September 2025) of our purposely built secondary school.

We are looking for a dynamic, innovative and inspirational Assistant Head Teacher to work as part of the school's Senior Leadership Team to develop the shared vision and strategic plan, which serves to inspire and motivate pupils and all other members of the school community.

You will be required to teach within the classroom (2 days) as well as lead on teaching and learning strategies, helping to ensure that we consistently offer an environment that enables each child to achieve their full potential through the provision of quality teaching and learning at our specialist school setting.

Shenstone School is an all-through special school for pupils with severe and/or complex learning difficulties in the London Borough of Bexley.

Shenstone is a happy, welcoming and truly outstanding place for our pupils to thrive. Our school benefits from impressive facilities, enabling us to offer a wide range of opportunities and activities for learning both inside and outside the classroom.

Professional qualifications required:

- Is a qualified teacher with QTS
- Experience of middle leadership/Curriculum Lead in a school
- Evidence of relevant CPD
- **Experience in a special school setting is desirable**



JOB DESCRIPTION
Assistant Head Teacher

Accountable To	The Senior Leadership Team
Job Purpose	As Assistant Head Teacher, the postholder will be required to split their working week between teaching within a Class and providing leadership, organisation and management support as part of the Senior Leadership Team. You will be expected to promote and safeguard the welfare of the pupils for whom the school and local governing board are responsible and those with whom they come into contact.
Key Area	<p>Roles/Responsibility</p> <p>The post holder in addition to the requirements of a class teacher, will be required to undertake the following areas of responsibility and key tasks:</p> <p>Strategic direction and development of the school - in cooperation with, and under the direction of, the Senior Leadership Team:</p> <ul style="list-style-type: none"> • support the vision, ethos and policies of the school and promote high levels of achievement; • support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it; • support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work; • support the evaluation of the effectiveness of the school's policies and developments with particular emphasis on the School Self Evaluation Form; • ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement. <p>Teaching and Learning</p> <ul style="list-style-type: none"> • develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline; • take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time; • support the Senior Leadership Team in the monitoring of the quality of teaching and children's achievement including the analysis of performance data; • support the Senior Leadership Team in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

	<p>Leading and Managing staff</p> <ul style="list-style-type: none"> • support the Senior Leadership Team in developing positive working relationships with and between all staff and provide and sustain motivation; • lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes; • support the Senior Leadership Team in the implementation of the school's performance management policy. <p>Effective deployment of staff and resources</p> <ul style="list-style-type: none"> • support the Senior Leadership Team in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities; • support the Senior Leadership Team in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met; • work with the Senior Leadership Team and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money. <p>General</p> <ul style="list-style-type: none"> • provide information and advice to the Senior Leadership Team and governing body and support proper accountability processes throughout the school • To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy. <p>Specific responsibilities</p> <ul style="list-style-type: none"> • take on specific tasks related to the day to day administration and organisation of the school; <p>School specific responsibilities and tasks:</p> <ul style="list-style-type: none"> • take on any additional responsibilities which might from time to time be determined.
<p>Review of job description</p>	<p>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.</p>



PERSON SPECIFICATION

Assistant Head Teacher

	Essential	Desirable
Professional qualifications	<ul style="list-style-type: none"> • Qualified Teachers status. • Degree/PGCE or equivalent qualifications. • Experience of middle leadership/Curriculum Lead in a school. 	<ul style="list-style-type: none"> • Other educational/professional qualifications.
Knowledge and Experience	<ul style="list-style-type: none"> • Successful experience of teaching in special school(s). • Evidence of providing excellent provision for all pupils and achieving high standards of pupil progress. • An excellent understanding of and experience in using assessment and data management. • Experience in leading one or more curriculum areas, including identifying needs, planning, monitoring and evaluation of standards. • Proven ability in leading staff teams/curriculum development and measuring progress. • Experience of working with parents, students and volunteers. 	<ul style="list-style-type: none"> • Experience of management and leadership of a team of teachers and support staff. • Experience in leading an aspect of non-curricular development. • Experience of leading and supporting CPD e.g. mentor for trainees in-school programmes.
Professional Skills	<ul style="list-style-type: none"> • Ability to work cooperatively as a leader and member of a team in different partnerships. • Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others. • Excellent people skills –motivating, nurturing and challenging children and adults to achieve their best. • ICT skills for teaching and management. • Confidence, clarity and decisiveness in making and carrying out decisions. • Knowledge of data management. 	<ul style="list-style-type: none"> • Experience in working with other partners/services/clusters. • Experience in Safeguarding procedures including Child Protection. • Experience in managing non-teaching staff e.g. TA's, midday supervisors.

Professional Ethos and Commitment	<ul style="list-style-type: none"> • High expectations for self and others and a strong commitment to raising achievements. • Commitment to promote home-school partnerships. • High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child. 	<ul style="list-style-type: none"> • Willingness to be involved in extra-curricular activities. • Awareness and willingness to be involved in partnerships that support school. • Experience of innovation and creativity in the curriculum.
Personal Qualities	<ul style="list-style-type: none"> • Appropriate with excellent interpersonal skills • Ability to promote and develop positive relationships within and beyond the school community. • Ability to self-motivate and work to deadlines. • Ability to remain positive and solution-focused. • Strong understanding of emotional intelligence. • A sense of humour! 	

Safeguarding

Shenstone is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced DBS check and barring service check. We will also undertake an online search as part of our diligence.

Equal Opportunities

Shenstone is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full-time, part-time or on a flexible basis.



To apply for this vacancy, please download and fully complete the TKAT application form.
Once completed please return to hr@shenstone-tkat.org

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisting for interview will be contacted.