



Assistant Headteacher

Queen Elizabeth's Grammar School, QEGSMAT

Permanent

Full Time

Leadership Pay Scale 11-15 (£54,091 - £59,581 FTE)

QEGSMAT are seeking to appoint an enthusiastic Assistant Headteacher at Queen Elizabeth's Grammar School Ashbourne Academy. You will have a proven track record of very high-quality teaching and a commitment to the education of young people. Ofsted judged QEGS Good with Outstanding Behaviour and Safety and Outstanding Leadership and Management in 2018. We are a continually improving and expanding school and we want your expertise to be a key part of our journey.

The successful candidate will be positive and demonstrate high quality leadership in and around the school. Responsibilities for successful candidate to be determined on appointment.

Queen Elizabeth's Grammar School Ashbourne Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

We are committed to providing first-rate training and development to all our staff within this evolving Trust. We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

To apply, please use the following link <https://www.qegsmat.com/current-vacancies/> to apply via TES.

Closing date for applications: Monday 25th April 2022, 9am

Interview date: Thursday 28th April 2022

Salary: Leadership Pay Scale 11-15 (£54,091 - £59,581 FTE)

Potential Start date: Tuesday 3rd May 2022

Assistant Headteacher

April 2022



JOB DESCRIPTION

Post Title:	Assistant Headteacher
Reporting to:	Headteacher
Responsible for:	TBC
Scale:	Leadership Pay Scale 11 - 15
Disclosure Level:	Enhanced

PURPOSE OF THE POST:

Purpose:

- Contribute to, in conjunction with the QEGSMAT, Headteacher and Senior Leadership Team, the values of the school, long term strategic planning and school improvement priorities;
- Help create and have a strong commitment to a clear vision for an effective school;
- Implement strategies for the efficient day to day operation of the school within the policies of the QEGSMAT and the Governing Body;
- Develop and implement strategies to ensure every student achieves at the highest possible level;
- Develop a strong professional learning culture that embraces all members of the school's workforce and contributes to the high levels of progress and achievement of students;
- Ensure teaching and learning are good/outstanding, with QA systems to monitor and CPD to support improvement;
- Take line management responsibility for the Curriculum Leaders;
- Attend all Governing Body meetings and present information relating to areas of responsibility when required;
- Present information related to areas of responsibility for the Executive Board and Trustees of the QEGSMAT;
- Devise and develop an effective whole school approach to improving the standards in areas of responsibility;
- Work with the Senior Leadership Team, Pastoral Leaders and Curriculum Leaders to develop whole school, cohort and departmental systems of maintaining and improving standards;
- Provide the Senior Leadership Team, Director of School Improvement, Executive Board, Governing Body and Trustees with information related to the area of responsibility;
- Lead on training and sourcing training for colleagues in the areas of responsibility;

Main Duties:

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents, governors and members of the local community;
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them;
- Act as a positive role model;
- Work with the Headteacher and Senior Leadership Team to develop the Academy Improvement Plan;
- Lead on the completion of the SEF in terms of evidence and documentation related to areas of responsibility;
- Participate in the interview process for all posts when required;
- Ensure that communication/consultation between the Leadership Team and all staff are clear on all matters related to areas of responsibility;
- Ensure that all communication/consultation is appropriate, related to areas of responsibility; this includes the website, e-reporting, prospectus and newsletters;
- Liaise with teaching and non-teaching staff, partner schools, the LA, outside agencies and any other relevant bodies on a wide range of aspects regarding the school including the DfE and School Improvement Consultants;
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Lead school assemblies, gatherings and events as necessary;
- Lead and undertake Appraisal Reviews and to act as a reviewer for a group of staff within designated areas;
- Lead CPD to ensure that staff development needs are identified and that appropriate programmes are developed to meet such needs;
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. (ref: Job Description – Teacher);
- Establish effective standards of practice concerning developments within areas of responsibility;
- Work with strategic partners to offer a range of professional development opportunities for teaching and non-teaching staff ;
- Support creative and innovative approaches in areas of responsibility;
- Identify other schools and individuals that have the skills, capacity and willingness to work with others to deliver bespoke or generic taught programmes as well as coaching and support;
- Use data and intelligence to identify the best teachers and leaders to deliver a range of school based, personalised continuing professional development (CPD) and leadership development opportunities that meet the needs of our school and those within our community;
- Ensure staff leading whole school literacy and numeracy development are supported, monitored and held to account for student progress;
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
- Ensure that all systems are in place to ensure students' learning and success;
- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students;
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students;

- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools;
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education;
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example;
- Attend school functions throughout the year;
- Take part in personal professional development;
- Undertake any other duty as specified by the Standard Teacher's Pay and Conditions Document not mentioned in the above;
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



QEGSMAT

Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Degree • Teaching qualification 		<ul style="list-style-type: none"> • Application Form • Certificates
Experience	<ul style="list-style-type: none"> • Significant teaching experience • Experience of working leading a team • Proven track record of raising educational achievement • ICT literate to support effective teaching, learning and communication 		<ul style="list-style-type: none"> • Application Form • Letter of Application • Selection Process • References
Shaping the Future	<ul style="list-style-type: none"> • Sound knowledge of current educational developments and how they impact on school improvement • Ability to analyse data, develop strategic plans, set targets, monitor and evaluate progress 		<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Leading Learning and Teaching	<ul style="list-style-type: none"> • Secure knowledge of statutory requirements relating to curriculum and assessment • Secure understanding of assessment strategies and use of assessment to inform next stages of learning • Ability to lead and inspire high quality teaching and learning • Commitment to include and make a difference for every child • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management • Ability to effectively monitor and evaluate teaching and learning 	<ul style="list-style-type: none"> • Experience of coaching / mentoring staff • Experience of leading INSET / CPD 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References

Developing Self and Working with Others	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to developing team • Commitment to the professional development of staff • Ability to lead effectively • Ability to communicate effectively with children, parents, staff, governors and others who support within a classroom 	<ul style="list-style-type: none"> • Creative approaches to developing teams • Experience with working with a variety of agencies / bodies • Experience of working collaboratively with other schools 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Managing the Organisation	<ul style="list-style-type: none"> • Experience of leading and working in teams • Ability to produce and implement appropriate curricular or pastoral improvement plans and policies 	<ul style="list-style-type: none"> • Safer Recruitment Trained • Experience of recruitment and induction 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Securing Accountability	<ul style="list-style-type: none"> • Capacity to sustain the ongoing improvement of outcomes for pupils of all abilities • Experience and secure understanding of strategies for managing staff performance 	<ul style="list-style-type: none"> • Experience of working with Governing Bodies 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Strengthening Community	<ul style="list-style-type: none"> • Experience of engaging with parents to improve pupil outcomes 		<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Excellent literacy • Passionate about education • An effective communicator • Solution focussed and adaptable • Approachable leader with ability to motivate • Creative thinker, willing to try new ideas 		<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Safeguarding Children	<ul style="list-style-type: none"> • Commitment to Safeguarding and promoting welfare of children and young people 	<ul style="list-style-type: none"> • Level 3 Safeguarding Training 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References

PRINT NAME _____

SIGNATURE _____

DATE _____