

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Assistant Headteacher at Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

**Method of Application**

The preferred method of application is electronically via email to DTARecruitment@deantrustardwick.co.uk. All applications must be made using the Dean Trust’s application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **10am Tuesday 20th November 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email DTARecruitment@deantrustardwick.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department



|  |  |
| --- | --- |
| 345 Stockport Road, Ardwick, Manchester, M13 0LFt: 0161 972 2988e: admin@deantrustardwick.co.uk w: www.thedeantrust.co.ukRegistered in England 8027943 VAT Registration 195 3889 46The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

|  |  |
| --- | --- |
| **Job title** | **Assistant Headteacher** |
| **Reporting to** | **Headteacher** |
| **Overview of responsibility** | The specific responsibilities of the role will be determined by the skills of the successful candidate. For all Senior Leader roles an ability to provide whole school strategic and operational leadership for the school is essential. The role will involve a responsibility to set and maintain the highest standards across the school in all aspects of the job. The Assistant Headteacher will have the ability to lead in a variety of whole school areas according to the needs of the school, and will contribute significantly to driving forward the school’s priorities. |
| **School Leadership : Culture and ethos** |
| * To promote and develop a school ethos and culture that is consistent with the school’s rationale and aims
* To support the Headteacher to embed new cultures, practices and vision across the school and the wider Trust
* To support and secure the commitment of others to the vision, ethos, and policies of the school and promote high standards in all aspects of school life
* To participate in the establishment of, and reflection upon, the school’s strategic direction
* To promote a positive interface between the school and the community
* To model practice that is wholly professional and that provides a supportive and challenging presence around the school
* To take all reasonable steps to ensure the health and safety of all pupils and staff
 |
| **Key responsibilities:** |
| * To lead and provide strategic direction in a variety of whole school areas which cover a range of curriculum, progress, assessment and pastoral related responsibilities, including Designated Safeguarding Lead.
* To make a significant contribution to the effectiveness of the Senior Leadership Team.
* To take a major role in the development and success of the school in its early stages of growth.
* To provide strategic leadership which improves the academic success of pupils.
* To actively promote and maintain the school’s standards of behaviour, uniform, attendance and punctuality
* To provide effective line management of Middle Leaders, providing appropriate support, challenge and accountability
* To contribute and lead on aspects of the school’s systems for monitoring and evaluation
* To support the evaluation of the effectiveness of school policies and systems and analyse their impact
* To participate fully in the life of the school, including leading assemblies and whole school events
* To support the Appraisal cycle at senior level and use the process to develop personal and professional effectiveness across the school
* To support and lead on aspects of staff development and induction of new staff and NQTs
* To work with other Senior and Middle Leaders across the Trust, and contribute to whole Trust initiatives and developments
* To establish positive working relationships with the Governing Body, providing reports and presentations when required
* To be actively involved in contributing to the Trust’s Teaching School and network meetings
* To work effectively with staff across the Dean Trust, providing support and training where appropriate
* Take a leading role in developing high quality communication with parents, including reporting, information sharing and face- to-face meetings
* To contribute to the development of the school’s community involvement
* To establish links with external providers, agencies and relevant Local Authority personnel
 |

|  |
| --- |
| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school/academy and beyond
* To represent the school/academy at events as appropriate
* To support and promote the school/academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher
 |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.

|  |  |
| --- | --- |
| **Education and qualifications** | **Essential*** Good honours degree
* Qualified teacher status
* Evidence of continual professional development or further professional study

**Desirable*** Higher or further degree
* Middle and/or Senior Leaders qualification (eg NPQH)
 |
| **Experience** | **Essential*** Successful Middle leadership experience
* Leadership that has had a clear impact on standards
* Leading a whole school project or initiative
* Teaching in more than one school
* Evidence of teaching with successful outcomes across Key stages 3 and 4 and the full ability range
* Understanding and knowledge of school improvement and school self- evaluation practice

**Desirable*** Successful leadership of a large team within a school
* Experience of working within and with SLT
* Experience of developing community links
* Experience of working with governors
* Experience of working with external agencies and providers
 |
| **Skills and knowledge**  | **Essential*** Proven excellence as a classroom teacher
* Ability to inspire and motivate staff and pupils
* Ability to lead others in a shared vision
* Excellent interpersonal and communication skills
* Excellent verbal and written skills
* Ability to think and plan strategically
* Ability to successfully manage several responsibilities
* An effective decision maker and problem solver
* Ability to analyse and use data effectively
* ICT competent
* Knowledge of current educational issues
 |
| **Attributes** | **Essential*** Possess a passion for working with young people
* High personal and professional standards
* Has an interest and commitment to working with all members of the school community and working as part of a team
* Commitment to driving forward the school’s vision
* Commitment and loyalty to the school, Senior Leadership Team, and the Trust
* Desire to support other schools and staff within The Dean Trust
* Honesty, integrity and discretion
* Have a strong presence

**Desirable*** Ambitious to develop career beyond this point
 |
| **Other** | **Essential*** To be adaptable to changing circumstances and new ideas
* Must have enthusiasm, energy, self-confidence and perseverance
* To be relentlessly resilient
* Ability to motivate others and to think creatively and imaginatively
* To have a sense of humour and a desire to contribute to wider aspects of school life
* Has the capacity for sustained hard work with the ability to cope with very demanding workloads and deadlines
* Willingness to take on other whole school duties when required
 |