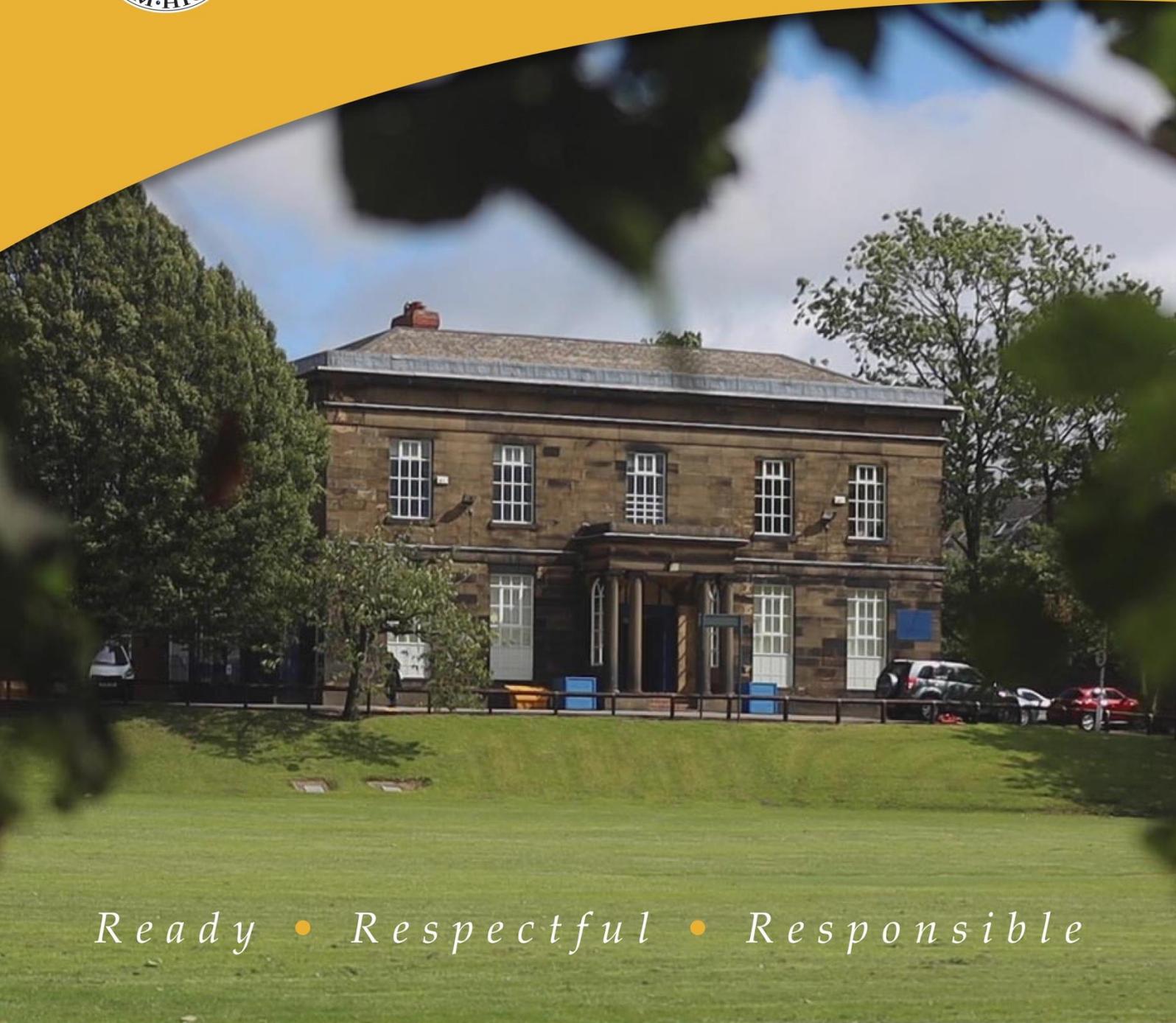




West Hill School

Aiming High Since 1927



Ready • Respectful • Responsible





Assistant Headteacher: Staff Development

Start Date: 1st September 2025.

Hours: 37.5 hours per week*, full-time, permanent.

**As strategic managers with whole-school responsibilities, leadership group members (Executive Headteachers, Headteachers, Deputy Headteachers and Assistant Headteachers) hold a contract that goes beyond the 1,265 hours working time applicable to teachers.*

Salary: Leadership Pay Scale of L10-L15 (£62,509-£70,639).

Reporting to: Headteacher.

Details of the position

West Hill School has an exciting opportunity to appoint an Assistant Headteacher with responsibility for the quality and provision of staff development through continuing the professional development of teaching and learning. This role will be responsible for strategic planning and delivery of internal and external training opportunities and whole school quality assurance to drive the quality of adaptive teaching throughout the school. We believe that all staff should be inspired to be ambitious in everyday practice, empowered to deliver a quality curriculum that enables students to want to thrive and achieve, we seek a professional with a vision for creating this culture amongst our staff.

Areas of direct responsibility:

Whole school CPD mapping and delivery, internal and external training, developing a leadership programme for staff, tiered CPD support based on need and career stage, quality assurance implementation and systems to drive improvement and best practice, the IRIS platform, network hubs and partnerships and our ECT provision.

Areas of line management responsibility of others:

Induction Tutor (for our ECT provision) and the formation of a Teaching and Learning team who share best practice. Curriculum line management of relevant Heads of Department and Head of Year.

Why West Hill?

West Hill is truly a special place with a strong reputation in the local community and a holistic educational focus on both academic success and character development through opportunity. We have a committed team of staff who enjoy work and value its role in creating opportunities and changing life chances. We serve a diverse community with a Headteacher keen to remain outward-looking to build our school community but also our local community, working to build a better Stalybridge for our boys. This role comes with a committed and passionate team who are keen to work collaboratively to model the values that we teach the boys. Partner this supportive Senior Leadership Team with a dedicated Headteacher, committed staff body and compliant learners and you can see the potential for success in this role.

This position is not suitable for Early Career Teachers and is subject to an enhanced DBS check with shortlisted candidates subject to online searches as part of the pre-recruitment checks. To find out more about us please visit the school website www.westhillschool.co.uk.

Informal visits beforehand are welcome and should be arranged by contacting the school's Reception on 0161 338 2193 or email: admin@westhillschool.co.uk.

Applications should be emailed to recruitment@westhillschool.co.uk.

Please ensure that applications are clearly marked for the post you are applying for.

Closing Date for applications: Monday 19th May 2025 at 9am.

Interviews to be held on Wednesday 21st May 2025 (1 day interview).



A message from the Headteacher

Firstly, thank you for your expression of interest in our school. I hope, like my first visit to the school, you are struck by its heritage, its calm and warm welcome and the sense that our students live our values of Respect, Responsibility and Readiness. As the Headteacher from September 2023, I am impressed with the welcome that the staff, students and community have afforded me, one we hope you get to experience too.

As a school, we serve the needs of our local community and wish to remain integral in supporting the future planning of Stalybridge. We have a beautiful school site and our grounds could be mistaken for a grammar school, but as a Single Academy Trust we serve the needs of our students from Ashton, Dukinfield, Mossley and Stalybridge alongside smaller schools within the Peak District. We have maintained our strong connection with our past and the heritage of our site, alongside our looking and growing to the future. We are a homely community with many staff investing their lengthy teaching careers with us due to the respectful climate we maintain, alongside many staff living locally, invested in making our community the best it can be. We believe it is our duty to ensure teachers can teach in a calm and purposeful learning environment and our behaviour, and the student responsibility over their behaviour, is a strength. Not only this, but we heavily value our student leadership opportunities to bring learning to life. We believe in developing the character and resilience of our learners and remain passionate about our curriculum offer inside and outside the classroom.

Why West Hill? As a school community the needs of our students and bettering their life opportunities remain at the heart of what we do. We value our staff voice and staff opportunities to learn and grow in the same way we want to nurture our students. We trust our staff to 'do what makes sense' and our staff rise to this trust and respect. Our site has easy commutable links to the Peak District but also to other districts in Greater Manchester and the city centre itself (accessible via train or tram in around 20minutes). We are a community of staff that enjoy working together and welcome new members to our team and social events. We value an opportunity-based curriculum and wish to work to better our community and show our boys how they can too. We have supportive parents who send their boys here due to our strong reputation of excellence. As an 11-16 school with 170 students per year group, we are an ideal size to really get to know our boys and help them on their journey through school. Our passionate pastoral and teaching teams do this incredibly well and that is why we are consistently over-subscribed and forecast the same in September.

Even if you have not worked in a single-sex school before, come and see us, walk our building and get a sense for the greatness that exists here. This is a special place and I am incredibly proud to lead us forward in our next ventures together as a school and local community, I hope you join us in this. Kind regards,

Claire Cronin
Headteacher





Our vision

At West Hill, we have an uncompromised, aspirational vision that:

Everybody will experience a rich curriculum that expands beyond the classroom, empowering them to feel successful and make ambitious future choices.

Every lesson enables individual success through quality adaptive teaching and shared expectations.

Everybody matters and has a right to be safe, valued and treated with kindness.

Everybody will be supported to develop a healthy understanding of themselves and respect for others.

Everybody will be ready and take responsibility for their own learning, choosing thoughtful behaviours that show empathy for others.

Everybody in our West Hill family will collaborate and support each other to realise their aspirations and celebrate success.

This forms our West Hill Way.



Job Description

Details of the candidate we seek

We seek a dynamic, creative and inspirational leader who is research-driven and outward-looking to strategically coordinate our staff development programme, building to current successes and bringing their experience to West Hill to extend our provision and look to future steps. As a leader, they are prominent and visibly present with students and staff, able to forge strong relationships and passionately believe in the importance of our core principles of respect, responsibility and being ready, inspiring all stakeholders with this relentless pursuit for equity for all students. Our Senior Leaders lead by example, work together and support each other in a high challenge and low threat working environment. You will be joining a Headteacher that commenced position in September 2023 and a newly formed, but experienced, Senior Leadership Team driven to build to our Ofsted 'Good' to better the educational experience of all learners.

Purpose:	<p>The Assistant Headteacher, under the direction of the Headteacher, will take a role in:</p> <ul style="list-style-type: none"> • Assisting the Headteacher in effectively leading and managing the school • Establishing policies and procedures for achieving these aims and objectives • Managing staff and resources • Monitoring progress towards the achievement of the school's aims and objectives • The Assistant Headteacher will also have a timetabled teaching commitment, complying with the teachers' standards and modelling best practice for others.
Responsible to:	The Headteacher and Trustees
Accountable for	<p>Link Departments</p> <p>Link Year group</p> <p>Identified responsibilities</p>

Strategic Direction and Development

Under the direction of the Headteacher:

- Work with the Headteacher and Senior Leadership Team in effectively building, communicating and implementing a shared vision for the school
- Contribute to all aspects of strategic planning, with a view to leading change and development in key areas
- Communicate the school's vision and support the Headteacher's strategic leadership
- Monitor standards systematically across the school and complete self-evaluation



- Develop and ensure implementation of whole school policies that are robust, systematic and consistent
- Take the lead in ensuring that school policies and strategies are embedded
- Participate and lead certain key areas in the production of the annual School Improvement Plan, involving all relevant key members of the school
- Contribute to school evaluation documentation.

Leadership and Management of others

Under the direction of the Headteacher:

- Support the Headteacher and SLT in the day-to-day management of the school
- Lead by example, focusing on providing excellent education for all students
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with all members of the school community
- Ensure the tone, discipline and ethos of the school are maintained to the highest standard
- Inspire, challenge, motivate and empower others to act as leaders at all levels within the school
- Support the challenge and work of the Trustees including:
 - the preparation of and presentation of reports as requested
 - the attendance at sub-committee and full Trustees meetings as required
- Have senior leader oversight responsibility for one or more departments and a year group
- Carry out any other duties the Headteacher requires which are reasonable and commensurate with the level of the position within the school
- Carry out the professional duties of a teacher in the school and fully meet all the teacher standards
- If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board
- Undertake any professional duties of the Headteacher or Deputy Headteacher, as required by the Headteacher or the Trustee body, in the event of their absence.

Leadership & Management (General)



Under the direction of the Headteacher:

- Act as a positive role model for both staff and students
- Play a pivotal role in leading, developing and enhancing the teaching practice of others
- Review and revise relevant policies so that they are comprehensive, understood and consistently applied by all parties
- Monitor the quality of teaching and learning of teachers and support staff as appropriate and ensure its effectiveness
- Hold staff to account for the quality and efficacy of their work and the progress of pupils they teach
- Establish clear expectations amongst staff and develop team working and an acceptance of accountability
- Line manage a number of staff members through the school's appraisal system
- Identify key professional development needs of others
- Seek training and continuing professional development to meet own needs
- Be available before and after school to deal with urgent matters
- Participate in break and lunch time duties and maintain a high profile in the school
- To prepare and hold assemblies as required
- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school

Person Specification

Post: Assistant Headteacher			
	Essential	Desirable	Method of Assessment
Qualifications			
• Qualified teacher status	✓		Application
• First degree or equivalent	✓		
• Evidence of further professional development	✓		



Post: Assistant Headteacher			
Leadership and management experience			
<ul style="list-style-type: none"> Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision 	✓		Application Interview Reference
<ul style="list-style-type: none"> Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement 	✓		
<ul style="list-style-type: none"> Has the ability to develop effective and cohesive teams and empower individuals to achieve high goals 	✓		
<ul style="list-style-type: none"> Has a clear understanding of the impact of change on individuals and organisations 	✓		
<ul style="list-style-type: none"> Can embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales 	✓		
Experience			
<ul style="list-style-type: none"> Successful and proven record in effective teaching across the 11-16 ability range 	✓		Application Interview Reference
<ul style="list-style-type: none"> Successful record of middle or senior leadership in a secondary school 	✓		
<ul style="list-style-type: none"> Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance 	✓		
<ul style="list-style-type: none"> Successful experience of leading change 	✓		
Philosophy			
<ul style="list-style-type: none"> Commitment to the aims of the school 	✓		Application Interview
<ul style="list-style-type: none"> Commitment to continuous improvement and sharing of good practice 	✓		
Key skills and attributes			
<ul style="list-style-type: none"> Communicate effectively and have very good interpersonal skills 	✓		
<ul style="list-style-type: none"> Ability to make strategic decisions and take appropriate action to ensure successful outcomes 	✓		
<ul style="list-style-type: none"> Have a confident and diplomatic approach and an awareness of the importance of confidentiality 	✓		



Post: Assistant Headteacher			
• Work collaboratively and effectively as a member of teams	✓		Application Interview Reference
• Ability to make effective use of school data	✓		
• Ability to identify the characteristics of a quality teaching and learning environment	✓		
• An excellent classroom practitioner	✓		
• Positive working relationships with colleagues and parent body	✓		
Personal qualities			
• Emotional resilience in working with challenging behaviours	✓		Application Interview Reference
• Positive attitude towards the use of authority and maintaining discipline	✓		
• Ability to effectively lead other members of staff	✓		
• Ability to report effectively and accurately both verbally and in writing, over all areas of responsibility to a wide audience	✓		
• Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
• Model professional behaviours	✓		
• Proven high level of presentation, organisational and management skills	✓		
• Ability to inspire the confidence, respect and trust of parents, staff and students	✓		
• Able to form and maintain appropriate professional relationships and boundaries with staff and students	✓		
• A commitment to inclusive learning	✓		
• The ability to motivate and inspire students	✓		
• Manage a substantial workload, work under pressure, effectively and independently and meet deadlines	✓		
• A proven track record in improving results and ensuring students make ambitious levels of progress	✓		
Professional Knowledge/Understanding	Essential	Desirable	



Post: Assistant Headteacher			
<ul style="list-style-type: none">• Knowledge of current educational issues including national policies	✓		Application Interview Reference
<ul style="list-style-type: none">• Secure knowledge of the characteristics of effective learning, teaching and assessment	✓		
<ul style="list-style-type: none">• The ability to implement clear, consistent and effective approaches to learning, securing excellent relationships and behaviour in line with the school's behaviour policy	✓		
<ul style="list-style-type: none">• A clear understanding of pupil assessment and target setting for individual pupil improvement and how that analysis contributes to high standards	✓		
<ul style="list-style-type: none">• Understand how effective staff appraisal systems can be implemented to drive forward school improvement	✓		
<ul style="list-style-type: none">• An expectation that all Teachers' Standards are met	✓		