**Katharine Lady Berkeley’s School Information Pack**

**Assistant Headteacher**

**L13-18 (starting point dependant on experience)**

**Introduction**

Dear Colleague

We are looking to recruit an enthusiastic, positive and dynamic teacher to join the senior leadership team at KLB school. KLB is a large comprehensive school of 1450 students with 230 in the sixth form. It is a high-performing school with ambitions to go even further.

We are looking to appoint someone for whom teaching and learning is their main responsibility. This is a new role, and one that should interest any potential applicant who is excited about what happens in the classroom every day. Teaching is our core business, takes priority over all other school aspects and is something that we are looking to develop significantly over the coming years. We are therefore looking to appoint someone who is an outstanding classroom practitioner, who will be comfortable working alongside teachers at all points in their careers and who has an obvious passion for teaching and learning.

We believe the job role will be challenging yet very rewarding, providing opportunities to make a genuine impact with both students and colleagues. Alongside the teaching and learning role sits responsibility for disadvantaged students and alternative provision. Undoubtedly, the best way to further the progress of disadvantaged students is to improve the quality of teaching in the classroom and to equip them with the skills to enhance their capacity to learn. There will always be students who struggle to access the curriculum and for whom some form of alternative provision is necessary. We have started to develop this part of the school’s work and we are excited about the possibilities ahead to make KLB a school that works for as many students as possible.

We want to see a visible leader, someone who is out and about as far as possible, despite obvious demands on their time, and we want a colleague who will give willingly to wider whole-school events. We believe there are always times in the day for laughter, so we do wish to recruit someone who can maintain perspective even when under pressure.

It is the students and staff who make the school very special. Students are proud of their school and Ofsted commented in the recent inspection in May 2017 “the pupils in this school are delightful; they enjoy their experience of school and it shows in their contented cheerfulness, attitudes to learning and courtesy.”

Staff development is a growing strength. Amongst other approaches, we have 28 teachers in our new teaching and learning groups, focusing on improving pedagogy and honing their skills in the classroom. Staff morale, in what are challenging educational times, is strong, borne out of there being a real sense of community. We are actively seeking ways to reduce unnecessary workload and keep staff well-being an important topic of conversation. We work hard, but the effort is worth it and the students certainly appreciate it.

I believe that this is a fantastic place to work – it genuinely is a pleasure to come to school each day and I hope, having read the information available to you, that you will decide to apply. To do so, please complete the application form and provide a letter of application (of no more than two sides).

Good luck with your application. I look forward to receiving it and to perhaps meeting you at interview. The closing date for applications is Monday 24 February at noon, with interviews scheduled for Thursday 12 and Friday 13th March

Yours faithfully

Tim Rand

**Headteacher**

**KLB Job Description**

**Purpose**

Reporting to the Headteacher, the assistant Headteacher will provide senior leadership within the school and will play a vital role in ensuring the highest standards of teaching and learning across the school. S/he will also play a critical role in strategies for maintaining a strong profile both within and beyond the KLB community.

**Key responsibilities**

* Provide strategic direction of teaching and learning within the school, leading the development, implementation and monitoring of teaching and learning strategies for improved outcomes
* Work closely with the Deputy Headteacher (CPD) to plan an appropriate CPD programme each academic year
* Be responsible for the progress of children in receipt of Pupil Premium
* Oversight of alternative provision in Years 7-11.

**General responsibilities**

* Provide an inspirational role model for others in terms of teaching and outcomes for students
* Represent and promote the school in a professional manner, including meeting visitors, parents and prospective parents, attending and being an ambassador at events as required
* Work with the SLT, contributing to self-evaluation and school development plan
* Oversee budgets and areas of responsibility
* Carry out other reasonable specific duties as required by the Headteacher

**KLB Person Specification**

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| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Qualified Teacher Status | Y |  |
| Good Honours Degree |  | Y |
| Commitment to personal Continual Professional Development | Y |  |
| **Experience:** |  |  |
| Successful experience of teaching in 11-18 secondary school | Y |  |
| Minimum 3 years’ experience in middle leadership role | Y |  |
| Successful experience teaching GCSE and A Level | Y |  |
| Successful team working | Y |  |
| Experience working with outside agencies |  | Y |
| **Professional Skills:** |  |  |
| Outstanding classroom practitioner | Y |  |
| Ability to deliver confidently to a wide range of audiences | Y |  |
| Experience of successfully managing change | Y |  |
| Experience of using data effectively | Y |  |
| High level of ICT literacy | Y |  |
| **Personal Qualities:** |  |  |
| An ability to inspire others | Y |  |
| The competence to lead, manage and develop people individually and as a team | Y |  |
| A strong drive to deliver high academic standards and to uphold school expectations with staff and students | Y |  |
| The ability to provide a clear sense of direction and purpose to achieve stated aims | Y |  |
| Good communication/interpersonal skills and the capacity to listen, empathise and resolve conflict | Y |  |
| The ability to take initiative and accept responsibility | Y |  |
| The ability to work effectively under pressure and maintain self-motivation | Y |  |
| Resilience, energy and stamina | Y |  |
| The ability to work with governors, senior management, heads of faculty and heads of year on whole-school initiatives | Y |  |
| A willingness to contribute to extra-curricular events | Y |  |