



CANDIDATE BRIEF
ASSISTANT HEADTEACHER



LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECT's in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am** on **Monday 27th January 2025**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

JOB DESCRIPTION



Assistant Headteachers are members of the Leadership Team and report to one of the Deputy Head Teachers.

Assistant Headteachers will:

- Carry out the duties of a classroom teacher as detailed in the school's class teacher JD

A. Strategic Direction and Development of the School

- Assist the Head Teacher in providing inspiration, motivation and a vision for the students, staff, governors and parents of the school
- Promote the ethos, aims and objectives of the school to secure effective teaching, successful learning and achievement by students and staff
- Contribute to the school development planning process to ensure that students achieve high standards and make progress, increase teachers' effectiveness and secure school improvement
- Monitor, evaluate and review the effectiveness of the school development plan
- Take a leading part in the development of policy and the management of the school
- Liaise closely with senior colleagues to ensure that role overlap is effectively managed
- Keep abreast of developments in education

B. Teaching and Learning

- Promote the highest standards of teaching and learning within own subject area and across the school
- Monitor and evaluate the quality of teaching across the school
- To be a visible presence in the school on a day-to-day basis, contributing to the good discipline throughout the school and to help all students recognise the need for responsible and tolerant behaviour, both inside and outside the school
- To share in the taking of assemblies
- Support and contribute to the extra-curricular life of the school

C. Leading and Managing Staff

- Maximise the contribution of all staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students
- Further develop and sustain effective systems for the management of staff performance, incorporating appraisal targets for teachers and for support staff
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality professional development based on assessment of needs
- Understand the expectations of others, including subject leaders, year team leaders and ensure that trainee and early careers teachers are appropriately trained, monitored, supported and assessed in relation to QTS and standards for induction
- Sustain own motivation and that of other staff
- Commit to undertaking personal continuing professional development

D. Effective Deployment of Staff and Resources

- Support the Head Teacher in the appointment, deployment and development of staff to make 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 management and organisation of students to ensure effective teaching and learning takes place and that each student's personal development needs are met
- Establish priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money

E. Accountability

- Work with the Senior Leadership Team to ensure that staff recognise that they are accountable for the success of the school

F. General

- Provide information and advice to the Head Teacher and Governing Body and support proper accountability processes throughout the school
- Support the Head Teacher in all activities to promote the school in the wider community by assisting with planning and organisation of events as required by the Head Teacher
- Support the Head Teacher by attending Governing Body meetings and Committee meetings as required
- Take on any additional responsibilities which might from time to time be determined by the Head Teacher

G. Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- In addition to these responsibilities, each Assistant Headteacher has specific responsibilities, which will change periodically to reflect their own professional development needs and the priorities of the school improvement plan.
- This job description is not a comprehensive definition of the role of the Assistant Headteacher. It will be reviewed annually and may be subject to change after consultation with the post holder.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Qualifications and Training

- Qualified Teacher Status
- Degree or equivalent qualification
- A commitment to appropriate professional development

Experience

- Middle/senior leadership experience in a school
- Minimum of 6 years of post-qualification experience
- Experience of successful line management

Skills and Knowledge

- Understanding of high-quality teaching, and the ability to model this for others and support others to improve
- An understanding of educational issues and challenges
- Effective communication and interpersonal skills
- Ability to build effective working relationships
- A capacity for using ICT tools to promote better management and leadership outcomes
- Ability to communicate a vision and inspire others
- Have extensive and up-to-date knowledge of strategies to drive school improvement
- Awareness of the current Ofsted framework

Values and Personal Qualities

- An exceptional role model who promotes the highest standards and expectations
- Personal dynamism, enthusiasm and a sense of humour
- A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Understanding of current statutory safeguarding processes, procedures and associated documentation
- Commitment to equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- Prepared to seek advice and support when necessary

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