

Richard Lander School Truro



Application Pack **Assistant Headteacher (Key Stage 3)** (L12 - 16)

Full Time – Permanent
To start 1st September 2024

February 2024

Dear Candidate,

Re – Assistant Headteacher (Key Stage 3) – Permanent – Full Time – From 1st September 2024

Please find enclosed an application form and details for the above post at this school.

The Role:

The opportunity has arisen for an exciting and inspirational professional to play a key role in an expanding and dynamic leadership team. Do you believe all students can be outstanding and champion the importance of education in shaping the future for young people? If so, we eagerly await your application.

To be considered for this opportunity, you will:

- Have a proven track record of impact in leadership.
- Possess in depth knowledge and understanding of current developments in education.
- Be able to inspire, lead and manage colleagues to achieve shared goals.
- Be committed and proactive to furthering your own professional development.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is full time and permanent and is available from 1st September 2024.

Please see our job description and person specification for more details of this exciting post.

The School:

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2023 and were graded as a Good school.

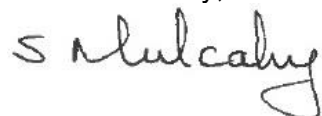
We hope after reading our details and person specification that you will want to join our team.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by midday on Wednesday 6th March 2024.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy
Headteacher

Background for Prospective Candidates

The School:

We are a popular school, over-subscribed in several year groups, we have 1500 on roll and this is growing! Mr Steve Mulcahy, has been our Head teacher since 2008.

The building and grounds are part of a PFI contract.

We have high expectations of our students and the staff who work with them. We have an ARB on site which is very much part of our school. Our outside environment is extensive.

Our Ethos:

We drive to ensure that everyone can 'Be the best that they can be' and this includes both staff and students. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Post:

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. The closing date for applications is midday on Wednesday 6th March 2024. Please send your completed application forms to the school for the attention of Vicky Harrison, Personal Officer, vharrison@richardlander.cornwall.sch.uk or apply on-line through TES (the additional safeguarding form will also need to be completed and emailed separately to the above email address. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process:

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2022, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by:

- **Mr Steve Mulcahy, Headteacher**
- **Mrs Jenny Griffiths, Deputy Headteacher**
- **Mrs Vicky Harrison, Personnel Officer**

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.

Assistant Headteacher (KS3)

Job Description



Job Outline

The post-holder will work closely with the Headteacher and the Senior Leadership Team with regard to the strategic development of the school. The person specification will reflect the specific skills and attributes of the successful candidate. The salary range will be L12-16 on the leadership pay scale.

The following areas are likely to form the major part of the role but additional responsibilities will be negotiable and will reflect the expertise of the successful candidate:

1 Values and Ethos

As a member of the SLT:

- a. Ensure that the school's values and ethos are embraced across the staff and student body.
- b. Support the developing leadership of other staff and the development of all staff in their roles
- c. Through a commitment to professional integrity of the highest level, to act as a role model and inspiration for others
- d. Celebrate the achievements of individuals and of teams.
- e. Treat all members of the school community fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos.
- f. Regularly review own practice, set personal targets, taking responsibility for own personal professional development.

2 Strategic directions and shaping the future

- a. Working with the Headteacher and the governing body, help define the strategic aims of the school and its representation to all stakeholders including students, staff, governors, the Local Authority and Ofsted.
- b. Ensure that strategic planning takes account of the diversity, values and experience of the school and the community, ensuring equal access and opportunity for all.
- c. Enhance provision and opportunity through taking a lead role in forming partnerships between parents/carers, students, staff, multi-agency partners, partner schools, other HE and FE partners, the LA, voluntary organisations, other public bodies and employers.
- d. Work with the Headteacher to ensure that the school has an effective development plan which drives forward school improvement and that the school is best supported to achieve this.
- e. Report on aspects of student progress, behaviour, attendance and welfare to the governing body.

3 Oversight of Key Stage 3 (Plus wider aspects of school management)

- a. Have lead oversight of the academic, pastoral, welfare and behaviour of Key Stage 3, which enables students to:
 - I. Achieve their potential

- II. Develop emotionally and socially
 - III. Have access to a range of opportunities within and beyond the curriculum
 - IV. Gain reward and recognition
 - V. Identify with the values and ethos of the school, and play a positive part in that
- b. Lead a team of pastoral staff including the Pastoral Managers for Years 7-9
 - c. Liaise with parents / carers and outside agencies and ensure that this liaison is effective at all levels (including with tutors and subject teachers)
 - d. Ensure that, along with tutors and wider staff, standards are maintained in a range of issues such as: work ethic, homework, uniform, homework etc.
 - e. Lead on the analysis of data which leads to timely and effective intervention strategies for KS3 students
 - f. Ensure that appropriate support is directed towards students at point of need, which will include liaison with a range of multi-agency partners
 - g. Ensure that all safeguarding concerns are addressed effectively in liaison with the school's Safeguarding Lead / Deputy Safeguarding Lead
 - h. Have oversight of attendance and behaviour and put in place strategies which effectively manage this
 - i. Advise the Headteacher on matters of exclusion and reintegration
 - j. Lead on the school's detentions system
 - k. Be responsible for the day-to-day management of KS3 student pastoral issues and effectively deploy members of the Student Support team in this respect
 - l. Lead the assembly and tutorial programme for the Learning Community
 - m. Take a lead role in undertaking duties around the school on a daily basis
 - n. Make a positive contribution to weekly SLT meetings
 - o. Take a lead role translating the policies of the school, and on-going behavioural matters, to the staff team, issuing guidance and direction where this is required

4 Teaching Duties

- a. Where required, to have a minimal teaching timetable (if any) to ensure that due focus is given to managing KS3 to maximise student performance and welfare.

5 Line Management

- a. To have line management responsibility for:
 - I. Pastoral Managers Years 7-9
 - II. Aspects of the role of other staff at the direction of the Headteacher

The postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities outlined above.

Assistant Headteacher Person Specification

	Measured by: A - Application I - Interview	E - Essential D - Desirable
Professional Experience		
Senior leadership experience in secondary education	A	D
Teaching experience in an 11-16 coeducational comprehensive	A	E
Proven understanding of current educational legislation, policy and development issues	I	E
A record of sustained progress in raising standards in teaching and learning, with improved outcomes for young people	I	E
Effective classroom teacher	I	E
Developing a skilled and effective team and motivating the team to achieve its full potential at all times	A, I	E
Proven successful experience of the management of teams	A, I	E
Proven successful experience in the development of systems and processes to raise achievement	I	E
Proven experience of successfully managing change	I	E
<i>Skills, Abilities and Knowledge</i>		
The ability to provide inspirational leadership with a 'can-do' attitude and to generate high expectations, innovation and commitment	I	E
Ability to develop, lead and analyse whole school initiatives from concept through to completion, with successful outcomes	I	D
Knowledge and understanding of education policies and practices relating to the education and training of young people aged 11 - 19	I	E
Ability to make effective decisions with regard to a changing educational landscape, which allow students to maximise their achievement and opportunity	I	D
Ability to initiate and maintain innovative curriculum design and delivery to meet all pupils' needs	I	D
The ability to empower and develop staff and pupils through support and challenge	A, I	E
Exceptional communication skills, developing purposeful, effective relationships	A,I	E
Effective negotiating and influencing and presentational skills	I	E
<i>Personal Qualities</i>		
Commitment to a broad and balanced education for all students	A, I	E
People orientated leader who can inspire commitment, enthusiasm and collegiality from staff, students, parents/carers, governors and the community	A, I	E
Values diversity and the unique contribution every individual can make to the learning community	A, I	E
Highest professional standards and expectations	A, I	E
Able to employ a range of leadership and management styles appropriately, to motivate others	I	E
Team player	I	E
Willingness to contribute to the wider life of the school and community	I	E
Education		
Good honours degree	A	D
QTS	A	E
Higher degree	A	D

All candidates for this post must be in a position to secure a reference from their current Headteacher or Senior Line Manager (if working for Advisory Service or LA) which endorses their achievements, skills and attributes and recommends them for this position.

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form or TES Quick Apply Application. CVs are not accepted. Please complete an application form in full and return to: vharrison@richardlander.cornwall.sch.uk or apply on-line on TES.
Contact details:	Address: Mrs Victoria Harrison Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	Midday on Wednesday 6th March 2024 Candidates who are shortlisted will be informed of the interview date. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.