



## **Application Guidance**

Thank you for your interest in the position of Assistant Head (School Development)

Please find attached a Job Description and Person Specification for the post, which will give you more information about the job, and the type of person we are looking for to fill the position. You will also find a copy of our application form to complete.

Completed application forms should be sent to Elizabeth Hill, Business Manager at the school address. *CVs will not be accepted.*

Applications will also be accepted by e-mail, but these will need to be signed at the interview stage [info@colchesterhighschool.co.uk](mailto:info@colchesterhighschool.co.uk).

**Closing date for applications: Midday Friday 23 February 2018.**

**Interviews Week Commencing 5 March 2018.**

If you would like to find out more about us as a school, please visit:  
[www.colchesterhighschool.co.uk](http://www.colchesterhighschool.co.uk).

We regret that we are unable to reply to each applicant; therefore, if you do not hear from us within 6 weeks of the closing date for this post you should assume that you have been unsuccessful on this occasion. If you prefer, you may enclose a stamped, addressed postcard for us to acknowledge receipt of your application.

We look forward to receiving your application.

## Job Description

<b>Job Title:</b>	Assistant Head (School Development)
<b>Salary:</b>	Dependent on existing salary and experience
<b>Reporting to:</b>	Deputy Head Teacher
<b>Location:</b>	Colchester High School, Wellesley Road, Colchester, Essex CO3 3HD

### Checks:

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer

### Job summary

The role of Assistant Head (School Development) at Colchester High School is vitally important in the effective running of our developing school. The challenging demands of working in education require flexibility, adaptability and enthusiasm from the post holder.

The final job description will be agreed with the Headteacher ensuring it reflects the strengths of the individual appointed and to achieve the most effective balance within the school's Senior Leadership Team.

The Assistant Head (School Development) will monitor, evaluate and develop School Development across the school (particularly in relation to Part 1, 2 and 3 of the ISI inspection criteria) and will report to the Deputy Headteacher, work alongside the Assistant Head (Teaching and Learning) and will directly line manage the Phase Leaders throughout the school. The role carries a teaching commitment.

At Colchester High School there is an emphasis on high quality teaching and learning where purposeful teaching, high expectations, the monitoring of progress and positive reinforcement through a robust pastoral system, are a must.

The Senior Leadership team works together to offer a shared vision and goals, professional leadership and positive home-school partnerships.

### Key Responsibilities

- Monitoring, evaluating and developing school development across the whole school, supporting the Phase Leaders across the School and to strive to achieve 'Excellent' in all Inspection categories, with an emphasis on ISI criteria Part 1 – the quality of education provided, Part 2 - the spiritual, moral, social and cultural [SMSC] development of pupils and Part 3 – welfare health and safety of pupils.
- Draw up, maintain and implement an effective school timetable including the deployment of staff across the School and organising the cover of absent colleagues.
- Take lead responsibility for policy development and implementation of all School Development policies, as agreed with the Headteacher.
- Act as Deputy Designated Safeguarding Lead (DDSL) and ensure compliance and best practice regarding child protection and oversee associated safeguarding policies, supporting the Designated Safeguarding Lead (DSL) (Deputy Headteacher).
- Take responsibility for all aspects of parent induction and engagement, including the use of Firefly.

- Support the Deputy Headteacher in the management and organisation of effective school Development, supporting relevant groups of pupils to ensure effective teaching and learning takes place and that their personal development needs are met.
- Take responsibility for aspects of staff induction and probation of new staff.
- Support the Deputy Headteacher in delivering the Performance Management process for all staff.
- Lead the implementation of the Character Development programme

### **Monitoring, Evaluation and Development**

- Support the co-ordination of the reporting, recording and assessment procedures of the school.
- Ensuring effective differentiation in all lessons and homework.
- Ensure the maintenance of accurate and up-to-date management information concerning all aspects of school development (ISI parts 1 to 3) of the school, to inform the review and evaluation process.
- Monitor and evaluate the pastoral and academic care through a regular programme of pupil interviews and analysis of feedback from Voice of the Student.
- Ensure the effective operation of school self-evaluation systems as appropriate and produce reports within the self-evaluation cycle as required.
- Work closely with Phase Leaders developing schemes of work, policy documents and development plans, and ensure that relevant planning and evaluations are completed, particularly in relation to SMSC and PSHEE.
- Work closely with Phase Leaders and other staff in ensuring that technology plays a vital role in the delivery of the curriculum.
- Monitor and respond to the Effort and Attainment results of pupils
- Develop the staff's use of the School Management System (SIMS) for pastoral and academic purposes, prioritising the tracking of behaviour incidents and providing relevant data to staff for discussion.
- Provide a professional model for others, clearly demonstrating high standards of pastoral care, effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline.
- Research and develop new approaches and methods with regard to School Development (ISI parts 1 to 3).
- Be responsible for the PSHEE programme across the school, including Careers guidance.

### **Leadership and Management of Others**

- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, parents and wider community the vision, purpose and leadership of the school.
- The line management of the Phase Leaders throughout the school.
- Plan and lead weekly staff meetings and other staff and parents' meetings as required.
- Identify professional development needs of staff and plan INSET as required.
- Support the Deputy Headteacher in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

### **Pupil Safeguarding and Welfare**

- Ensure all pupils are as safe as they can be, ensuring rigorous implementation of school safeguarding policies and processes.

## **Communications, marketing & external links**

Support the Headteacher in ensuring that:

- Parents are kept well informed about the excellent levels of pastoral care, the school curriculum, its targets, pupil attainment and their part in the process of Development.
- School policies and procedures are regularly communicated to staff and students so that they are clear about their responsibilities.
- Excellent links with other schools, educational institutions and the wider community are developed and maintained to enhance pastoral care and teaching and learning, as well as the personal development of pupils.
- School events are attended as agreed as part of the Senior Leadership Team.

## **Training and Development of self and others**

- Lead groups of staff in developmental activities, and evaluate outcomes.
- Take an active role in the school's performance management cycle, reviewing the performance of others.
- Assist the Deputy Headteacher in monitoring the CPD needs of staff and coordinating the allocation of the appropriate budget.

## **Supporting the work of Cognita**

- Develop strong, positive relationships with Cognita colleagues, contribute to collaborative work across Cognita schools and support other staff in participating in Cognita work, in order to develop and share best practice.
- Be the school link for Cognita's Active Learning Group and manage the school trips calendar

## **Administrative and Technical Skills**

- The ability to be well organised and efficient and work well under pressure with a demonstrable ability to organise and manage projects to defined outcomes, using relevant analytical and IT skills.
- The ability to meet deadlines and set standards for others to follow in the quality of their communication in a variety of forms.
- The capacity to take initiative at all times, delegate well and manage the work of others in order to deliver high quality outcomes.
- Experience of managing budgets.

## **Deputise**

- Alongside the Assistant Head (Teaching and Learning) deputise for the Deputy Head as required.
- Cover the responsibilities of the Phase Leaders as required.

## **Other**

- Undertake such professional duties which may be reasonably requested by either the Headteacher or the school's owners (Cognita Schools) in accordance with the professional expectations of a leadership and management role at the school.

## **WELFARE OF CHILDREN**

Colchester High School is committed to safeguarding and promoting the welfare of children and applications must be willing to undergo child protection screening appropriate to the job, including checks with past employers, and an Enhanced Disclosure via the Disclosure & Barring Service.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.