

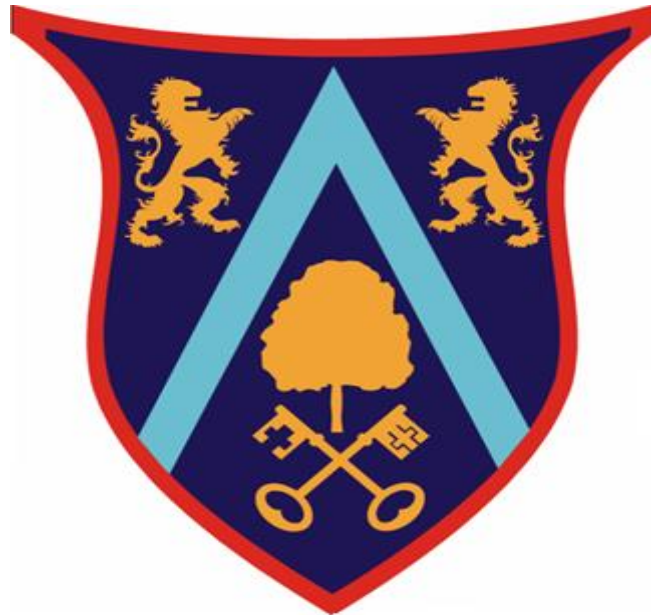


Aspire

Achieve

ASH MANOR SCHOOL

# ASSISTANT HEADTEACHER APPLICATION PACK



Dear Candidate,

I am delighted that you are interested in the post of Assistant Headteacher in Ash Manor School. The purpose of this pack is to give you a flavour of our school and this post. I hope that this helps you to understand the opportunity we offer and encourages you to commit the time necessary to write a meaningful application.

Ash Manor School has grown in popularity and size and last year we expanded our Leadership Team. It now consists of two Deputy Headteachers, our Business Manager and five Assistant Headteachers.

We are a school that is very much at the heart of its community. The staff care deeply about the education and welfare of the children in our school and we constantly strive to ensure that they receive the best possible educational experience. Our students are keen to access educational and extra-curricular opportunities and are a real pleasure to teach and work with.

We are constantly looking to improve and are focussed on providing excellence for all. The successful applicant will join a team committed to providing our students with the best possible learning experiences to ensure that they achieve an excellent education.

The specific responsibilities of the post will be decided after the appointment is made, allowing us to shape our team around the strengths and aspirations of all members. Our successful applicant will model outstanding practice in the classroom and in their interactions with all members of our school community. They will work effectively whether following their own initiative or as part of a team and will at all times be focussed on developing a culture of high expectation and aspiration for all.

If you would like to visit the school before applying, you would be very welcome. Please contact my P.A., Tracey Lovelace on 01252 353900 or [tlovelace@ashmanorschool.com](mailto:tlovelace@ashmanorschool.com) . Please also be aware that you will have a tour of the school if called for interview; a visit ahead of application is not an expectation.

The enclosed draft Job Description summarises the main responsibilities of the post. To apply, please complete the application form – CVs will not be accepted. The Statement of Application within the form should be no more than 2 pages in length and should clearly show how you meet the person specification attached.

Please return the application form electronically to [recruitment@ashmanorschool.com](mailto:recruitment@ashmanorschool.com) by 9am on Monday 17<sup>th</sup> March. Interviews are planned for the 20<sup>th</sup> and 21<sup>st</sup> of March.

Thank you for your interest in this post. I look forward to reading your application.

Yours sincerely

Agnes Bailey  
Headteacher



# Ash Manor School

Aspire and Achieve



## JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title : Assistant Headteacher

Salary/Grade : L12 - 16

Location : Ash Manor School

## MAIN PURPOSE OF JOB

*This is a draft job description and the areas of responsibility will be developed to reflect the strengths of the post holder, their areas for development and aspirations.*

The purpose of the Assistant Headteacher is to provide professional leadership for the school in order to promote high quality education for all students and continual improvement in standards of learning and achievement. This will include supporting the Headteacher and Deputy Headteachers in ensuring that:

- ❖ The school provides high quality learning and teaching that leads to successful outcomes for students in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
- ❖ All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

## POSITION IN ORGANISATION

Immediate line manager: Deputy Headteacher

## KEY AREAS OF RESPONSIBILITY

*The duties outlined here are in addition to those covered by the latest School Teachers' Pay and Conditions Document.*

### Strategic direction and development of the school

- ❖ Support the development and implementation of the vision and strategic direction of the school
- ❖ Set a clear vision and action plan for the designated areas of responsibility as allocated by the Headteacher
- ❖ Have a significant and sustained impact upon your areas of responsibility
- ❖ Have a positive impact on the quality of learning & teaching through the strategic responsibilities
- ❖ Support a distinctive community ethos that is inclusive and applies the appropriate values, attitudes and practices in all aspects of school life

### Standards and expectations

- ❖ Contribute to creating and maintaining an environment and a code of behaviour which promote and secure excellent teaching, effective learning and high standards of behaviour and achievement
- ❖ Manage designated areas to ensure improvements in students' knowledge, skills and abilities and facilitate excellent student progress
- ❖ Contribute to create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- ❖ Contribute to developing effective links with the wider community, including local, national and partnership arrangements, to extend the curriculum and enhance learning and teaching
- ❖ Ensure that students develop study and information handling skills in order to learn effectively and with increasing independence
- ❖ Lead by example acting with integrity and respect in all aspects of leadership, showing professional regard for the policies, practices and the ethos of the school
- ❖ Foster positive relationships and attitudes to inspire and motivate
- ❖ Show an understanding of, and always act within, the statutory frameworks which set out professional duties and responsibilities

## **Learning and Teaching**

- ❖ Undertake a designated programme of teaching across all key stages, consistently delivering high quality lessons
- ❖ Act as a role model through an open door policy in lessons and modelling best practice
- ❖ Maintain appropriate records and provide relevant accurate and up-to-date information for SIMs registers including the completion of the relevant documentation to assist in the tracking of students in lessons taught
- ❖ Set expectations for staff and students in relation to standards of achievement and the quality of learning and teaching
- ❖ Prioritise and manage time effectively, undertaking continued professional development in line with the role
- ❖ Ensure the effective/efficient deployment of classroom support
- ❖ Maintain discipline in accordance with the school procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- ❖ Contribute towards reviewing, developing and refining schemes of work for departments taught in to extend and improve current resources
- ❖ Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in
- ❖ Ensure high quality learning environments within the department areas taught in
- ❖ Monitor the quality of the learning experience of students and lead appropriate intervention where required
- ❖ Promote a positive attitude to learning and celebrate student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation

## **Leading and managing staff**

- ❖ Support and deputise for the Headteacher and Deputy Headteachers, as appropriate
- ❖ Contribute to inspiring, motivating, developing and enabling staff in the school to carry out their respective roles to the highest standard consistent with the purposes of the school and its mission
- ❖ Help plan, allocate, support and evaluate work, ensuring effective delegation of tasks and responsibilities
- ❖ Contribute to encouraging, leading, supporting and coordinating the continuing professional development of staff, offering an appropriate role model
- ❖ Contribute to implementing effective systems of performance management
- ❖ Stay abreast of current issues and support other colleagues in keeping their knowledge and practice up to date
- ❖ Provide regular feedback for colleagues in a way which recognises excellent practice and results in a tangible impact on student learning
- ❖ Establish clear expectations and constructive relationships among staff

## **Effective communication**

- ❖ Communicate effectively with staff, students and parents and carers of students as appropriate
- ❖ Provide information, advice and support to the Governing Body to enable it to meet its responsibilities
- ❖ Where appropriate, communicate and co-operate with persons or bodies outside the school
- ❖ Follow agreed policies for communication in the school
- ❖ Attend, lead and contribute to meetings
- ❖ Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- ❖ Regularly gain student and parent feedback

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description may be amended at any time, following consultation between the post holder and Headteacher and will be reviewed annually. The appointment is subject to the current conditions of service for Assistant Headteachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.



# ASH MANOR SCHOOL

## ASSISTANT HEADTEACHER - PERSON SPECIFICATION



Attributes	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of recent and relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Understanding of current trends in education both nationally and internationally</li> <li>• Successful teaching experience in at least two secondary schools or a significant variety of roles in the same school.</li> <li>• Leading staff teams effectively</li> <li>• Proven track record in implementing strategies and interventions to rapidly raise achievement and standards</li> <li>• Effectively tackling under performance in staff and students</li> <li>• Understand the challenges associated with inclusion within an urban environment</li> <li>• Developing school wide systems eg Quality Assurance, School Self Evaluation, CPD, Performance Management</li> <li>• Positive and impactful contact with parents, governors and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Team experience in a secondary school</li> <li>• Curriculum and/or timetabling experience</li> <li>• School Development and Improvement planning within a secondary school</li> <li>• Resource and financial management, monitoring and evaluation</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• An excellent classroom teacher</li> <li>• Able to inspire, challenge and motivate others</li> <li>• Anticipate problems and develop creative solutions</li> <li>• Set and achieve ambitious, challenging goals and targets for self and others</li> <li>• Listen to and reflect on feedback from others</li> <li>• High level of oral, written and ICT skills</li> <li>• Excellent presentation skills</li> <li>• Able to build and maintain positive relationships with individuals and groups</li> <li>• Ability to manage change, conflict and empower others</li> <li>• Prioritise, plan and organise self and others</li> <li>• Good reasoning powers and ability to make balanced judgements in a variety of situations</li> <li>• Strategic planning and thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Use of SIMS</li> <li>• Ability to represent school at a local and national level</li> <li>• Collaborate and network with others within and beyond the school</li> </ul>
Motivation and Personality	<ul style="list-style-type: none"> <li>• Aspiration to Deputy Headship</li> <li>• Relentless optimism</li> <li>• Genuine concern for the welfare of staff and pupils</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Able to work under pressure and manage own stress</li> <li>• Willing to accept the demands and challenges of the post and respond in a flexible manner</li> <li>• A sense of humour, loyalty, enthusiasm and dynamism</li> <li>• A strong sense of professionalism, commitment to upholding standards and setting an appropriate example</li> </ul>	

## **Making an application**

**Please complete and return the application form by 9am on 17<sup>th</sup> March 2025.** It should be emailed to [recruitment@ashmanorschool.com](mailto:recruitment@ashmanorschool.com). CVs will not be accepted.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications.

If you have been shortlisted for interview we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements.

**The interview dates are Thursday 20<sup>th</sup> and Friday 21<sup>st</sup> March 2025.**

## **References**

When providing details of referees, applicants must provide two references. One reference should be from your current Headteacher or, if not currently employed in a school, your last Headteacher.

The school will contact referees for verification.

## **Safeguarding**

Ash Manor School is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identify (e.g. passport, driving licence, P60/45) and original exam qualification certificates.

Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration and receive fitness for work.

## **Data Protection**

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record