

**Assistant Headteacher (Educational Systems)**

**Application pack**

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**Assistant Headteacher (Educational Systems)**

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| **From the Headteacher…** |

Thank you for your interest in the post of Assistant Headteacher (Educational Systems).  I hope that our website [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk/) will give you a good overall “flavour” of the school, in particular our very distinctive ethos ([www.waltonledale.lancs.sch.uk/about-us/vision-and-ethos](http://www.waltonledale.lancs.sch.uk/about-us/vision-and-ethos))

As you will see from the following information, this is a key senior leadership role which will enable the successful candidate to have a significant impact on the success of our school. We are well known for the exceptional support for our students and for the provision of excellent personal development – these have a huge impact on the lives of our young people. We are clear that we believe that teaching and learning is at the heart of everything that we do and that individual professional development is the most important way in which teachers, and all staff, improve. As a problem-solving, people-focused systems thinker your role will provide the “glue” that ensures that all the systems of the school work effectively together in the best interests of students, staff and families.

I have been Headteacher here since 2017, having been Deputy Headteacher between 2007 and 2010. I returned to Walton-le-Dale because of the values and ethos of the school and because of the nature and strength of the very supportive staff team. My basic approach is to recruit brilliant, intelligent, child-centred professionals who share our ethos and values and then to trust you to do the very best for our students.

This is a school where you can make a real difference and have a significant impact; whilst I strongly disagree with the recent Ofsted judgement (they got it wrong) we are always seeking to improve our provision in the best interests of our students and the community.

If you feel you are up to this challenge and share our ethos and values, I would love to see an application from you.   If not, I wish you good luck in your future career.

Best wishes

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Description automatically generated

James Harris

Headteacher

**Assistant Headteacher (Educational Systems)**

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| **Overview** |

We are a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff.  We see each child and member of staff as an individual. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

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| **The key responsibilities of this role:** |

This is a key leadership post which is focused on ensuring that the educational systems that are used across schoolwork effectively in the best interests of students and staff. We are a SIMS school and make extensive use of Classcharts, as well as using a range of other systems to support educational provision (Provision Map, Microsoft Teams, for example). This post-holder will be responsible for the creation of the timetable, management of the options process and examinations as well as student data analysis and reporting to parents and carers alongside the overall strategic management of all educational systems. Please read the job description for a detailed account of the responsibilities of this role.

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| **The successful candidate will…** |

* Be a brilliant teacher;
* Have a proven track record of inspiring the trust and respect of students, staff and families;
* Be a problem-solving, people-focused systems thinker, recognising that people are much more important than systems, but that an exceptional school relies on highly efficient, effective and reliable systems to support its operation

In addition, you will…

* Be highly emotionally intelligent and empathetic, combining genuine care for each individual whilst requiring the highest possible standards from themselves and everyone else;
* Combine commitment, flexibility, integrity and very hard work with a strong sense of humour and a life outside school;
* Combine the ability to work independently with a talent for open, non-hierarchical, collaboration;
* Combine the loyalty and confidentiality required of a key member of the senior leadership team with the ability to give and receive intellectual challenge in the best interests of the students and wider staff;
* Be highly visible and present around school throughout the school day, recognising that all staff look to senior leaders as role models in creating and supporting the calm, secure, purposeful and friendly environment which is essential for everyone’s mental health and wellbeing.
* Be open, honest and transparent in your communication with everyone
* Be intellectually curious and interested in a wide range of ideas relating to education so that we can always be sure that we are using the best educational strategies in the interests of our students and staff
* Be able to manage time and workload independently, flexibly, swiftly and effectively so that the multitude of tasks and responsibilities that come with any senior role are appropriately prioritised and actioned.

**Assistant Headteacher (Educational Systems)**

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| Job Description |

**POST TITLE: ASSISTANT HEADTEACHER (EDUCATIONAL SYSTEMS)**

**RESPONSIBLE TO:** HEADTEACHER

**LINE MANAGEMENT:** TASK MANAGEMENT OF THE EXAMINATIONS OFFICER AND THE POST-HOLDER FOR CROSS-CURRICULAR USE OF ICT

**DURATION:** PERMANENT

**PAY SCALE AND SALARY:** L12 – L17

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| Overall Purpose of Post |

The assistant headteacher will support the headteacher and deputy headteachers in:

* Communicating the school’s vision compellingly and supporting the headteacher’s strategic leadership
* The day-to-day management of the school
* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

The assistant headteacher will also have a timetabled teaching commitment of around 50%, complying with the Teachers’ Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

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| Qualities |

The assistant headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
* Combine commitment, flexibility, integrity and very hard work with a strong sense of humour and a life outside school;
* Combine the ability to work independently with a talent for open, non-hierarchical, collaboration;
* Combine the loyalty and confidentiality required of a key member of the senior leadership team, with the ability to give and receive intellectual challenge in the best interests of the students and wider staff;
* Be highly visible and present around school throughout the school day, recognising that all staff look to senior leaders as role models in creating and supporting a calm, secure, purposeful and friendly environment which is essential for everyone’s wellbeing.
* Be open, honest and transparent in their communication with everyone
* Be intellectually curious and interested in a wide range of ideas relating to education so that we can always be sure that we are using the best educational strategies in the interests of our students and staff
* Be able to manage time and workload independently, flexibly, swiftly and effectively so that the multitude of tasks and responsibilities that come with any senior role are appropriately prioritised and actioned

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| Duties and Responsibilities |

**The specific nature of the responsibilities to be undertaken by the successful candidate will be negotiated and agreed with the Headteacher and the Governing Body within this framework and will be modified over time to meet the needs of the school and of the post holder.**

School culture and behaviour

Under the direction of the headteacher or deputy headteachers, the assistant headteacher will:

* Uphold the distinctive ethos and values of the school
* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteachers, the assistant headteacher will:

* Establish and sustain high-quality teaching across subjects and phases, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

Under the direction of the headteacher or deputy headteachers, the assistant headteacher will:

* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

Organisational management and school improvement

Under the direction of the headteacher or deputy headteachers, the assistant headteacher will:

* Establish and oversee systems, processes and policies so the school can operate effectively
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Ensure effective use of budgets and resources
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher or deputy headteachers, the assistant headteacher will:

* Performance manage middle leaders and other teaching staff as appropriate, including carrying out appraisals and holding staff to account to their performance
* Task manage support staff in conjunction with the AHT (HR and Facilities)
* Manage staff well with due attention to workload
* Ensure staff have access to appropriate, high-standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteachers, the assistant headteacher will:

* Work with the governing board as appropriate
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

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| Specific Responsibilities |

**The specific nature of the responsibilities to be undertaken by the successful candidate will be negotiated and agreed with the Headteacher and the Governing Body and will be modified over time to meet the needs of the school and of the post holder.**

The assistant headteacher will

* Have strategic, and some operational, responsibility for all educational systems used by the school. In particular this applies to Capita SIMS (the MIS that the school uses), Classcharts and Provision Map. In this context educational systems mainly refers to online, computer-based systems, but the assistant headteacher will also have responsibility to consider carefully how these interact with physical aspects of the school’s operation.
* Be responsible for the creation and management of the school timetable, the options process, the “setting” of students and the allocation of student in-year transfers to teaching groups
* Co-ordinate the school assessment and reporting calendar
* Manage the school examinations process in conjunction with the Examinations Officer. This include public examinations, internal examination series and online assessments (e.g. online CAT and NGRT tests)
* Be responsible for vocational qualification quality assurance (specifically as the Quality Nominee for BTEC qualifications)
* Manage the collection and provision of student data and analysis for a range of audiences, including
  + Parents and carers (for example through school reports)
  + Middle leaders and teaching staff (for example through student data analysis)
  + Other senior leaders, the Headteacher and the Governing Body (for example through the provision of data and analysis to support school improvement)

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| **Notes** |

* To undertake any other duty as specified by STPCB not mentioned in the above.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
* All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.

*This job description, and associated responsibilities, are subject to annual review.*

*August 2022*

**Assistant Headteacher (Educational Systems)**

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| Person Specification |

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

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|  | **Essential** | | **Desirable** |
| **Qualifications** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role | | N/A |
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| **Knowledge & Skills** | * A brilliant teacher, understanding high-quality teaching, and the ability to model this for others and support others to improve * Highly effective communication and interpersonal skills * Ability to communicate a vision and inspire others (students, staff and families) * Ability to build and maintain highly effective working relationships and to work as part of a team * Intellectually curious, highly analytical and reflective * Ability to analyse and solve complex organisational problems | | * Knowledge of the timetabling process * Knowledge of vocational qualifications * Very effective IT skills in a range of packages and contexts |
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| **Experience** | * Leadership and management experience in a school * Significant highly successful teaching experience * Proven track record of inspiring the trust and respect of students, staff and families; * Involvement in planning and implementing an initiative across a significant area of school life involving a wide range of school staff | * Experience of working with school management information systems such as SIMS * Experience of working with educational systems such as Classcharts * Experience of timetabling and of co-ordinating setting * Experience of creating data analyses for various audiences |
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| **Personal Qualities** | * Like children and have a sense of humour * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. * Willingness to undertake training, in particular relating to creation of the timetable in Capita SIMS. * Resilience, self-confidence, self-reliance and self-motivation * Healthy, with an excellent attendance record | N/A |

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| **How to Apply** |

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Completed application forms and letters must be submitted to [**vacancies@waltonledale.lancs.sch.uk**](mailto:vacancies@waltonledale.lancs.sch.uk)

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| **Key dates** |

**Optional visit to school: Phone 01772335726 (option 2) to book an appointment.**

**Closing Date: Friday 23rd September 2022 at 12.00pm**

**Shortlisting completed by: Thursday 29th September 2022 – candidates notified Friday 30th September**

**Interview Dates: Monday 10th October (Day 1) and Tuesday 11th October 2022 (Day 2)**

**Start Date: As soon as possible, but not later than 1 January 2023**

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| **Selection Process** |

Candidates will be shortlisted and invited for interview on the basis of their applications and letters. This will be carried out by the Headteacher and members of the Governing Body.

The interview process will take place over 2 days – the first day will involve a tour of the school and a chance to meet with staff as well as teaching, a student panel interview and other selection tasks. The evidence from the first day will be taken forward into the second day which will involve a 1 hour interview by the Governing Body.

The selection will be made by the Governing Body based on the range of evidence provided across the 2 days, alongside the applications and references.