

Assistant Headteacher Application Pack



The next exciting chapter
of your career starts here.

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‘By prioritising staff well-being and providing useful professional development, staff feel more empowered’

‘Determined and consultative leadership’

‘You have created greater pride in the school amongst staff and the wider community’

‘Trust leaders share your high expectations for pupils’ education and welfare’

Ofsted 2021

Court Fields School employment opportunity:

ASSISTANT HEAD TEACHER PASTORAL OR CURRICULUM

Full time from 1st September 2023

Leadership L10 – L14

Closing date for applications:

9am on Monday 17th April 2023

**Provisional Interview dates: Thursday 20th and
Friday 21st April 2023**

As a result of increasing student numbers, and our Year 7 cohort for September 2023 being significantly oversubscribed, we are looking to expand our staff team at Court Fields School to include an Assistant Headteacher at this exciting time.

The successful candidate may be aspiring to an SLT role, or have prior experience at this level, and will need the drive, expertise and inspirational attributes to support the future development of the school. The role will be tailored to suit the needs of the school and the skills/experience of the successful candidate.

Court Fields' staff and students are committed to our school, where every child, regardless of background, achieves well, feels they belong to our community and fully participates in school life, to develop character and the resilience to succeed. We are determined to continue to make a positive difference as a central part of our thriving local community, and to build on the significant development of the last few years. We are also part of the thriving Castle Partnership Trust, which includes three schools in our Wellington Hub, and the Castle School in Taunton.

Information Regarding the Role (continued)

What you can expect from us:

- Fabulous students who are motivated, interested, keen to learn and enthusiastic.
- A trusting partnership with supportive parents.
- An outstanding ethos where students achieve, have a strong sense of belonging and participate in learning, enrichment and the community.
- A structured programme of targeted, whole school or bespoke professional development.
- A high quality curriculum, developed across our Trust, with a commitment to a programme of school improvement.
- A range of career opportunities for career progression within the Trust
- Opportunities to work with and in other schools.
- Friendship, support and interaction with a vibrant and caring staff team with a commitment to improving children's lives.
- Strong leadership, a culture of high expectation and clarity of strategic school development.
- The chance to be part of a sustainable project, with a focus on high quality education, ambition for every child and supportive staff.

You will be joining an ambitious, committed and hardworking team of staff who offer amazing support, both in an academic and pastoral sense and are relentless in their drive to make a genuine difference to and lasting impact on our young people, families and the wider community.

CVs are not accepted, please complete the application form in full.

The closing date for applications is 9am on Monday 17th April 2023

Interviews to take place Thursday 20th and Friday 21st April 2023

Job Description

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

The Conditions of Employment of Teachers (contained in the School Teachers' Pay & Conditions Document) and the Teachers' Standards Frameworks produced by the Teacher Training Agency form part of job descriptions for teachers.

In line with both the complex nature of the roles carried out and the priority placed on development and improvement in all aspects of our work, job descriptions are written in terms of outcomes rather than simply a list of specific tasks.

The postholder shall perform, in accordance with any directions, which may reasonably be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

The generic job description, which follows, outlines the main areas of responsibility. There will be particular areas of responsibility and accountability, which will be negotiated with the successful applicant based on his/her strengths and the needs of the Department.

Post Title:	Assistant Headteacher
Reporting to:	Headteacher
Liaising with:	School Leadership Team, teaching/support staff, LA representatives, external agencies, organisations, individuals, parents.
Working time:	195 days per year (full time)
Salary Grade:	Leadership Scale L10 – L14
Disclosure Level:	Enhanced.

Job Description (continued)

ASSISTANT HEADTEACHER Pastoral / Curriculum

Main Purpose of the Job

Assist the Headteacher in leading and managing the school

To lead agreed key areas

Develop the positive ethos, values and practices of the school

To ensure the smooth running of the school on a day to day basis.

To lead through high challenge and high support of colleagues so that every child achieves, belongs and participates

To be role model of an excellent classroom practitioner.

Be a member of the School Leadership Team, regularly attending SLT meetings and provide updates on areas of responsibility

Undertake such duties as are delegated by the Headteacher

Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:

- Establishing the policies through which they shall be achieved
- Leading and managing staff and resources to that end
- Monitoring progress towards their achievement.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class teacher responsibilities

- Carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' in order to provide a full and rich learning experience and support for students.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across both key stages.

The internal organisation, management and control of the school

To contribute by:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Keep up to date with major developments in secondary education and disseminate this knowledge to staff
- Planning improvement which will translate school aims and policies into actions
- Implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines
- Reports for SLT, Governors and other stakeholders and attend meetings as required

Job Description (continued)

The leadership of staff

To be responsible for the line management and performance management of specific teaching and non teaching staff.

To participate in the recruitment and development of teaching and non-teaching staff of the school.

To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

To participate in arrangements for the appraisal of the performance of teachers.

The provision of professional advice and support and the identification of training needs.

Relationships

To be responsible for fostering positive relationships across the school community.

To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.

To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.

To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.

To develop and maintain positive links and relationships with the community, local organisations and employers.

Specific Responsibilities:

To be established following consultation with the successful candidate.

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Assistant Headteacher is able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that an Assistant Headteacher would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

Application Process

If you are interested in joining our team and our school, we welcome your application and encourage you to contact the school for a conversation with us. It is important that you feel you can be happy here and will enjoy the company of our School Leadership Team. Being on SLT is hard work and a challenge, but one which you will enjoy. Once you experience our school, you will realise that we are all about the children; it is our relationships between students and staff, our relationships with our community, and our relentless focus on our students' academic and pastoral progress that makes us unique.

Please send in a completed application form and your letter of application. Your letter should include:

- No more than 150 words on your vision and values
- The story of your career so far. No more than 150 words
- No more than 100 words on your career aspirations.
- Evidence of impact – this should make up the main part of your letter and demonstrate your leadership in whatever areas you have experience. I am always interested in what impact you have had on young people so data is important- if you have had responsibility for attendance, behaviour and/or participation this data is as important as achievement data so please include data from your own classes as well as whatever whole school data you have contributed to.

Please ensure your covering letter is **no more than 2 sides of A4 in total** and in **Arial font size 12**. We do not need a personal statement in addition to the letter. A letter will be sufficient.

Please note that covering letters from candidates who are shortlisted for interview will be sent to their referees for comment as part of the reference process.

Applications should be emailed to tmorcom@courtfields.net or posted to:

Mrs Tracey Morcom
Cover Manager & HR Assistant
Court Fields School
Mantle Street
Wellington
Somerset
TA21 8SW

Please contact Mrs Linda Chard, Headteacher's PA, using the email lchard@courtfields.net if you would like to have a further conversation regarding the role with the CEO and Headteacher.

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The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

Chief Executive Officer: Sarah Watson

THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

www.courtfields.net

WELLESLEY PARK PRIMARY SCHOOL

Homefield, Wellington,

Somerset TA21 9AJ

Tel: 01823 664876

<http://www.wellesleyparkschool.com>

ISAMBARD KINGDOM BRUNEL PRIMARY SCHOOL

Thomas Place, Wellington,

Somerset TA21 8FP

Tel: 01823 274073

<https://www.ikbschool.co.uk>



Achieve.
Belong.
Participate.

