



The Fernwood School

High Achievement with Care & Discipline for All

Assistant Headteacher

Job Description

January 2019



Dear Applicant,

On behalf of The Fernwood School Academy Trust Governing Body, thank you for your interest in the post of Assistant Headteacher at our academy. We are very proud of Fernwood for many reasons and hope that this pack gives you a flavour of our school.

We are an inclusive, diverse, harmonious community. Our students are extremely polite, courteous and very well behaved. Our highly skilled staff, enjoy positive, respectful relationships with our students and with one another. We are a very caring, nurturing school and see ourselves as a family. We provide an outstanding education for all our students within a safe, well-disciplined, caring environment. Students' personal development is at the heart of our pastoral care system.

Our vision for the future of Fernwood School centres on maintaining our current strong position, as a single, outward looking, Outstanding Academy, providing excellent education for our students. We are ambitious to continue to grow our collaborative partnerships with local universities and teaching schools in providing high quality support, training and development opportunities. We are part of the Specialist Schools Leading Edge Partnership, a PiXL affiliate and work with George Spencer TSA.

A successful CIF bid has meant that the school will expand incrementally starting in September 2020 from a year group of 200 to 300 on roll. Building work has already commenced. It is most important that through this expansion that our ethos of care, discipline and high achievement for all is both nurtured and protected.

The person appointed as Assistant Headteacher at Fernwood School will have a genuine enthusiasm for working with young people of all abilities and backgrounds and will command the respect of the school community. We are looking for someone who is enthusiastic, adaptable, committed and an inspiring professional with proven leadership skills. The successful applicant will join a committed and cohesive leadership team. Details about arranging a visit are included in the pack.

Paul Burke
Headteacher

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The Post: Assistant Headteacher Pupil Premium and KS4 Student Welfare

We are looking for a person with an engaging personality who can build and maintain trusting relationships with adults and children. Someone who has an infectious love of children, teaching and learning. The person we seek will have proven skills and experience and is an excellent classroom teacher who has developed teaching and learning leadership and management skills through their work already. However, they must also have the capacity for further personal development and learning. The applicant may be an aspirant Head / Deputy Headteacher and will definitely have drive, determination, resilience and resourcefulness. They will have vision, a repertoire of tools and strategies used to implement this vision as well as the self-belief to carry others forward.

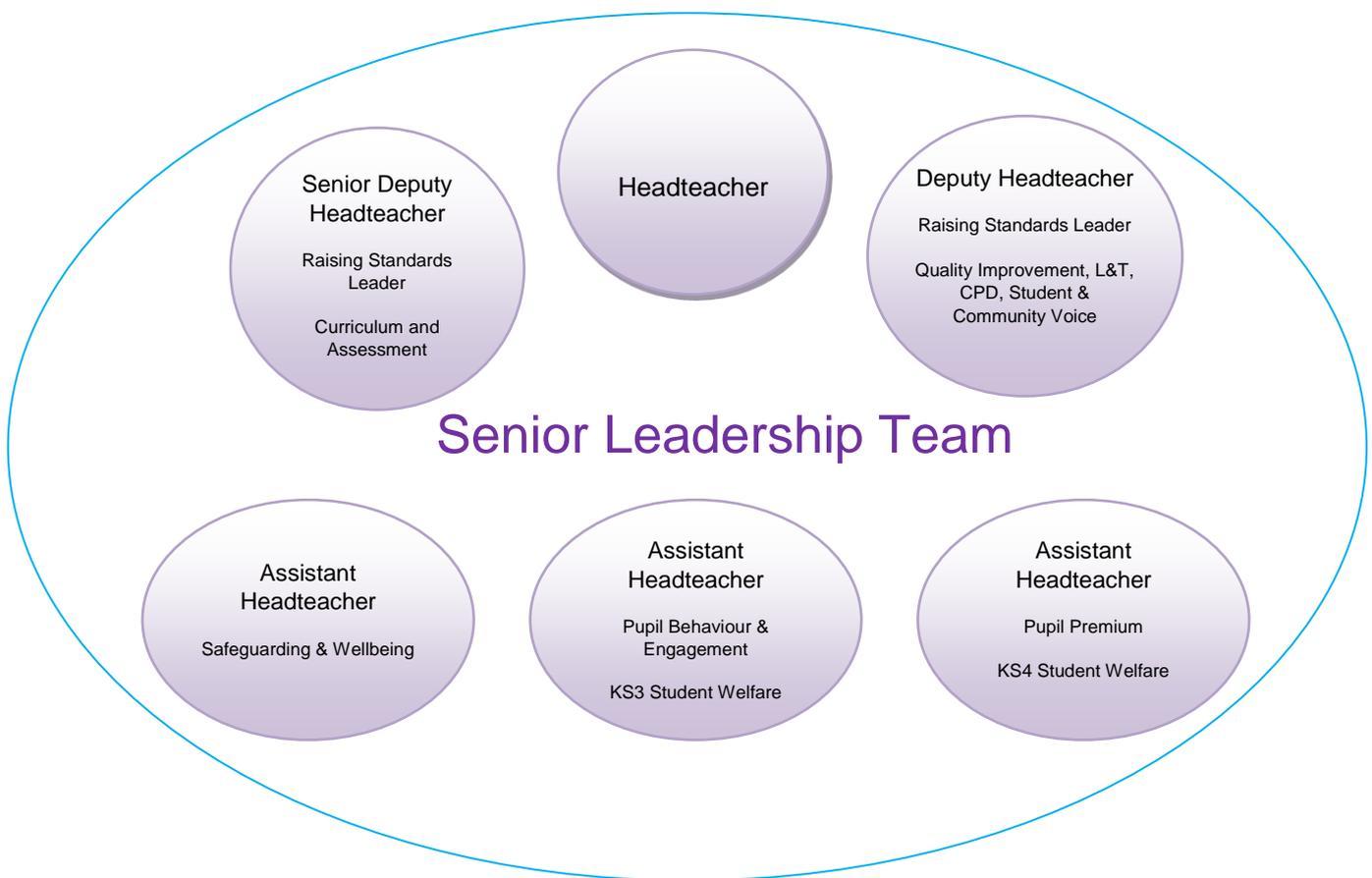
We are fully committed to Equal Opportunities and would like to work with people who are 'child-centred' in outlook and able to value and shape the contributions young people can make to their own learning.



The Senior Leadership Team

The diagram shown below illustrates the proposed make up of the Senior Leadership Team commencing April 2019.

We are looking to appoint a highly skilled and flexible person who can apply their leadership to a variety of roles. On the following pages you will find generic duties and responsibilities which are common to all Senior Leaders and form part of their job description. Given that the school will expand to 1500 students by September 2024 so shall the leadership team.



The Senior Leadership Team has a wealth of skills and experiences. It works collaboratively and supportively. All staff are valued and professional development is an important part of our ethos of care and achievement. If you would like to visit the school prior to making an application please contact the Mrs Caron Smith (Personal Assistant to Head Teacher) on 0115 9286326 or email recruitment@fernwoodschoo.org.uk.



Generic Senior Leadership Duties and Responsibilities

Core Purpose: With the Senior Leadership Team to provide the school with the professional leadership and management which enables students and staff to achieve better than they themselves believed possible, in a climate of strong care, respect and discipline.

To achieve success, the Senior Leadership Team will:

- Provide vision, leadership and direction.
- Recognise the uniqueness of each individual and promote their academic achievement and personal development leading to excellence, quality and high expectations for all.
- Deploy resources to achieve the school's aims.
- Evaluate school performance and identify priorities for continuous improvement.
- Carry out day-to-day management, organisation and administration.
- Secure the commitment of the wider community.
- Create a safe and productive learning environment that is engaging and fulfilling for all students.

Responsibilities

- To be responsible to the whole school community with values at the heart of your leadership.
- To play a full part in the Senior Leadership Team, carrying collective responsibility for the school and undertaking specific lead responsibility for the key areas outlined below in 'Specific Duties'.
- To provide effective leadership and management and thereby build and maintain an effective team of staff and students which continually enhances the quality of learning and achievement.
- To carry out your responsibilities, and accept your accountability to a wide range of groups, particularly students, parents, carers, Governors and the Local Authority

General Duties

- To work with the Governing Body and others to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community.
- To promote the agreed vision of the school and to create a sense of purpose and pride in the school.
- To set high expectations and monitor and evaluate the effectiveness of learning outcomes to further enhance the successful learning culture that enables all students to become effective, enthusiastic, independent learners, committed to life-long learning.
- To manage yourself and your relationships well.
- To build a professional learning community, which enables others to achieve through performance management and effective continuing professional development practices, and support all staff to achieve high standards.
- To commit to your own continuing professional development.
- To ensure effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self evaluation.
- To ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- To build capacity across the workforce and ensure resources are deployed to achieve value for money.
- To seek to build successful organisations through effective collaborations with others.
- To work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the wellbeing of all children.
- To ensure the consistent implementation of whole school policies.
- To keep up-to-date with developments and new ideas related to teaching and learning and staff development.
- To inspire colleagues through personal example and hard work.

Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with GDPR legislation.
- Demonstrating a commitment to safeguarding and promoting the welfare of children and young people.
- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Contributing to the maintenance of a caring and stimulating environment for young people.



Job Description - Specific Duties

Post Title:	Assistant Headteacher Pupil Premium and KS4 Student Welfare
Responsible to:	Headteacher
Responsible for:	Pupil Premium Development and Achievement The Leadership of KS4 Pupil Development & Achievement
Leadership Role	Leadership of: <ul style="list-style-type: none">• Effective teaching and learning to support Pupil Premium Students• Implementation of effective strategies to support Pupil Premium Students• All aspects of pupil development, behaviour, care and discipline at KS4• Heads of Year and form tutors at KS4• Advice Information and Guidance for students at KS4• Personalised learning programmes and off-site provision

Principal Accountabilities and Responsibilities:

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

For Pupil Premium Students

- Ensure that a coherent and consistent pupil premium strategy across Pastoral and Curriculum Areas occurs and that the pupil premium gap is rapidly diminished.
- Coordinate and monitor strategies in conjunction with outside providers.

For students at KS4

- Lead the monitoring of pupil attainment and progress to develop intervention strategies to recognise and raise achievement.
- Awareness of safeguarding concerns and referrals.
- Provide coordination of opportunities to develop responsibility including student voice.
- Responsible for sanctions and rewards including the monitoring of racist and bullying incidents.
- Collate and manage the KS4 academic calendar in consultation with the Senior Leadership Team.
- Oversight of all aspects of attendance.
- Responsible for all new admissions at KS4.
- Overview the educational experience and support for students.

Pastoral Curriculum

- Lead the development and delivery of the pastoral curriculum (assemblies, form period and PD) to support students' personal and academic development taking full account of their talents, abilities and diversity.
- Personalised learning programmes and off-site provision.
- Responsible for liaising with Heads of Faculty on key aspects of the KS4 curriculum including assessment and cross curricular themes such as: study skills and independent learning.

Pastoral Team

- Line manage Heads of Year and form tutors in KS4 ensuring accountability at all levels.
- Implement QA and self review procedures related to pastoral care and inclusion.
- Ensure that the identification and provision for CPD effectively develops the pastoral team.

Parents/Community

- Coordinate reports, progress checks, parents' evenings and parent consultation
- Liaise with outside agencies in regard to vulnerable or high profile students

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.



Person Specification Assistant Headteacher

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent	✓	
Qualified Teacher status	✓	
Middle leadership & preparation for senior leadership training		✓
Experience		
An ability to instil high expectations in terms of Behaviours for Learning to have a positive impact on the climate for learning	✓	
A proven track record in resolving behaviour issues positively, and supporting colleagues in managing behaviour effectively	✓	
Ability to use IT effectively	✓	
Experience of working in at least two secondary schools	✓	
Demonstrate experience of effective performance management and quality improvement within a school environment	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Minimum 5 years of middle leadership experience, (managing staff & students)	✓	
Demonstrable experience of improving student outcomes	✓	
A record of continuous professional and career development	✓	
Experience as a form tutor and or/ pastoral work	✓	
Skills		
A proven record of outstanding teaching	✓	
Must be well organised	✓	
Excellent communication and organisational skills	✓	
Ability to analyse data effectively to assess performance	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent interpersonal skills and the ability to work collaboratively	✓	
Proven skills in leading CPD and INSET events		✓
Commitment to personal career development	✓	
Leadership of sustained whole school teamwork	✓	
Ability to think and plan strategically and manage change	✓	
Commitment to engage with parents in order to encourage their close involvement in the education of their children	✓	
Knowledge and Understanding		
A clear understanding of effective line management	✓	
Commitment to and an understanding of Restorative Justice approaches to enhance and support positive Behaviour Management		✓
Leading Pastoral Team Leaders to enhance their CPD and their ability to support and inspire students		✓
Developments in the National Curriculum	✓	
Understanding of the dimensions of developing quality SOW and planning	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
Have a rigorous understanding of positive effective strategies for whole school intervention and behaviour management	✓	
A thorough understanding of the intervention packages available to support accelerated learning		✓
A rigorous understanding of the OFSTED Framework	✓	
Knowledge and understanding of statutory responsibilities for schools	✓	
Understanding of assessment systems	✓	
Equal Opportunities		
Understanding of different social and ethnic backgrounds of students	✓	
Understanding the needs of students and the appropriate policies and strategies to support them	✓	