

Grove School  
Assistant Headteacher Application Pack  
January 2018



Grove School

## **ASSISTANT HEAD TEACHER**

The governors are seeking to appoint ambitious, creative and outstanding teachers and leaders who will lead teaching and learning in a double year group in the school.

The school works in year group teams to develop a supportive and caring ethos for children, families and staff, in keeping with our school motto:

### **Enjoy, Learn, Achieve**

Grove is a large, vibrant school that is committed to excellence. Staff and governors work together to improve the experience of our learners. It is an oversubscribed school that has continued to maintain high standards, with high expectations of even better things to come.

The post will include the core areas of:

- a daily teaching commitment;
- a key role in developing the quality of teaching and learning;
- leading staff to improve outcomes for pupils;
- an active member of the senior leadership team of the school;

Governors are seeking to appoint a candidate who:

- is an outstanding classroom teacher;
- is committed to raising standards and improving life chances for all children;
- leads by example, working alongside colleagues to promote outstanding teaching and learning;
- demonstrates excellent interpersonal skills; someone who motivates and inspires those working with them;
- is experienced in leading and managing staff in schools;
- leads with energy and enthusiasm;
- is committed to actively involving parents and community in school life.

The school can offer you:

- a comprehensive professional development programme geared towards preparing you for Deputy Headship and beyond;
- coaching and mentoring from outstanding leaders;
- well motivated and enthusiastic children.

Informal visits are welcome on 1<sup>st</sup> February 2018 at 10:00am, 2:00pm and 4:00pm. Please email Emma Mills, deputy headteacher, to arrange an informal visit at:

[e.mills@grove.bham.sch.uk](mailto:e.mills@grove.bham.sch.uk)

Birmingham City Council and Grove School is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. A Right to Work in the UK check is required for all successful applicants.

For an application pack please visit the VACANCIES section on our school website at:

<http://web.grove.bham.sch.uk>.

The closing date for receipt of applications is **Thursday 15<sup>th</sup> February 2018 at 12:00pm.**

<b>Post:</b>	<b>Assistant Headteacher Grove School</b>	<b>Range</b>	<b>Leadership Pt 5 – 9</b>
<b>Date appointed to post:</b>		<b>Date appointed to school:</b>	
<b>Performance Management Team Leader:</b>	Deputy Headteacher		
<b>Line Management Responsibilities:</b>			
<b>a. Teachers</b>	<ul style="list-style-type: none"> <li>* teachers</li> <li>* unqualified teachers</li> <li>* trainee teachers / student teachers</li> <li>* volunteers/work experience students</li> </ul>		
<b>b. Teaching assistants</b>	<ul style="list-style-type: none"> <li>* teaching assistants</li> <li>* trainee teaching assistants</li> </ul>		
<b>Line Manager:</b>	Head teacher		

**Job Purpose, to:**

- uphold the values of the school and the highest standards of pastoral care and safeguarding of pupils;
- act as a lead professional, modelling outstanding teaching, professional conduct, promoting high expectations and challenging underachievement;
- provide inspiring leadership to ensure high standards of teaching and outstanding achievement for all is secured;
- provide expertise, through wider reading, research and partnerships with other schools, to develop pedagogy and encourage teachers to develop a wider set of teaching skills to maximise learning in the classroom;
- lead, support and challenge staff in planning and developing new, innovative and challenging curriculum opportunities;
- develop teaching methodologies to ensure that all pupils achieve their expected progress against targets and make rapid and sustained progress from the point of entry (end of previous key stage);
- lead curriculum design and planning ensuring all pupils have a broad and balanced curriculum which recognises their talents and develops them over time;
- lead the inclusion agenda within your team, ensuring all staff have the skills and resources to support disadvantaged, SEND and the most able students;
- lead on self-evaluation of the quality of teaching and learning within your team to ensure teacher assessment information is accurate, moderated, shared with the extended leadership team and identifying priorities and opportunities to extended outstanding provision and outcomes;
- provide the necessary training, team teaching and support for all staff, particularly regarding the development of pedagogical practice;
- reduce any in year group variations by improving the quality of teaching and supporting year groups;

- develop Initial Teacher Training students, Newly Qualified teachers as their mentor/induction tutor;
- ensure staff use data effectively for planning, differentiation and intervention purposes,
- lead on professional development, performance management and conduct and capability with the deputy head teachers;
- support teachers and support staff who are looking to progress their practice through mentoring and coaching;
- keep abreast of contemporary effective school improvement strategies, pedagogical development, political development relating to the education sector, changes to national performance measures;
- lead on systems for monitoring and evaluation of the quality of teaching and learning conducting regular data capture and analysis through lesson observations, learning walks, work scrutiny and interviews with stakeholders;
- and support the deputy headteachers and headteacher in driving strategic development of teaching and learning.

**Achievement, to:**

- ensure that, taking account of their starting points, the proportion of pupils making and exceeding expected progress across the school is in line with national figures;
- monitor and ensure that students are making rapid and sustained progress and implement and track the effectiveness of intervention strategies;
- ensure literacy, numeracy and communication skills are developed and applied effectively across the breadth of the curriculum;
- monitor the progress of vulnerable groups, including SEND, disadvantaged and most able students to ensure they learn and achieve well.

**Personal Development, Behaviour and Welfare, to**

- ensure rigorous safeguarding processes are in place and the school is compliant with regards to safeguarding procedure and practice with all staff and visitors to site;
- lead teachers to ensure that students' attitudes to learning are consistently positive in lessons;
- lead staff in applying behaviour management systems consistently and in creating a positive culture learning in the classroom and when pupils move around school;
- ensure the Grove Expectations of conduct, manners and punctuality are promoted and reinforced at all opportunities throughout the day;
- monitor students' behaviour, making pupils aware of all forms of bullying, who to talk to, monitor and support the individual programme of support for pupils;
- ensure students feel safe in lessons, understand what constitutes unsafe situations and know how to keep themselves and others safe, including in relation to e-safety,
- ensure that health and safety procedures are followed at all times to promote a safe environment for pupils and staff;
- track and monitor the attendance of classes and individual pupils, supporting families of pupils who are persistently absent to improve attendance;
- ensure all staff follow policies to improve attendance and reduce persistent absence.

**Leadership and Management, to:**

- lead and manage a phase of school (double year group) or a key priority area as agreed with the headteacher,
- consistently communicate high expectations and ambition for the development of the school, reinforcing its culture, vision and ethos,
- line-manage year group teams /key priority area as directed by the headteacher,
- secure outstanding recruitment and retention by developing a culture where staff are proud to be a member of your team, they are motivated and respected,
- use professional development to encourage, challenge and support staff improvement,
- maintain highly successful strategies for engaging with parents/carers and other stakeholders to support pupils' achievement, particularly with reference to reporting on achievement,
- uphold the school's arrangements for safeguarding pupils ensuring statutory requirements are met at all times,
- model the highest professional standards in all aspects of your work and demonstrate high levels of respect, courtesy and appreciation for staff, pupil and parents/carers,
- ensure effective financial stability, planning and management in budget areas of responsibility,
- participate, and where appropriate, lead meetings and professional development as directed by the Headteacher,
- lead educational visits and residential visits supporting the aims and objectives of the school with particular reference to SMSC.

## Assistant Headteacher Person Specification

These skills and attributes will be assessed through your application form, task and presentation, teaching and an interview.

Job requirements	Essential	Desirable
<b><u>Qualifications</u></b>		
Qualified Teacher Status	X	
A good honours degree with evidence of further professional studies	X	
A Master's Degree		X
<b><u>Experience</u></b>	X	
A good knowledge of the National Curriculum	X	
Experience of leading and managing teams of staff	X	
A proven record of outstanding classroom practice	X	
<b><u>Skills, knowledge and understanding</u></b>		
Hold and articulate clear values and moral purpose on providing an excellent standard of educational for all the pupils at Grove.	X	
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents/carers, governors and members of the school community.	X	
Lead by example – with integrity, creativity, resilience and clarity – drawing on own expertise and skills as well as that of those around them.	X	
Sustain wide, knowledge and understanding of education and school systems locally and nationally, and pursue professional development.	X	
Communicate compellingly the school's vision. Empower all staff to excel in achieving the school's vision.	X	
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality.	X	
Secure excellent teaching through an analytical approach of how children learn.	X	
Being a successful classroom practitioner who knows how to design and develop curriculum, leading to rich curriculum opportunities and pupils' well-being.	X	
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and support each other.	X	
Identify emerging talents, coaching and mentoring current as well as aspiring curriculum leaders and year group leaders.	X	
Hold staff in your team to account for their professional conduct and practice.	X	
Provide a safe, calm and well-ordered environment for all pupils and staff in the phase, focused on safeguarding pupils and developing their exemplary behaviour in school.	X	
<b><u>Personal qualities</u></b>		
Inspirational leader	X	
Model professional standards in all aspects of your work.	X	
Motivate, engage and lead others to achieve success.	X	
Excellent communication skills.	X	
Approachable, in all your work with those you lead being supportive, a good listener.	X	
A commitment to personal professional development.	X	
A finisher, following up with a personal approach.	X	

Ref.PM.Sch.HT. vacancies. Assistant headteacher January 2018

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