

**Assistant Headteacher**

**With responsibility for Behaviour - Culture & Relationships**

**L13-17**

**£63,430 to £69,970**

**Start date: January 2025**

Our ref: RSM/MSH

14 October 2024

Dear Candidate,

Thank you for enquiring about the post of Assistant Headteacher at Fir Vale.

Our school is an amazing and unique place where staff and students work hard every day towards a common goal.

I am privileged to be Headteacher here and welcome you to come and have a chat and see our school before you apply.

We are looking for an enthusiastic and strategically-minded Assistant Headteacher to join a team that is relentlessly focussed on ways to improve the lives of our students.

Our key values, chosen by students are:  **Kindness, Respect, Determination, Togetherness, Opportunity**and **Achievement**. These words really do sum up the aspiration and ambition of our pupils. The successful candidate will be line managed by the Deputy Headteacher for Student Education with Character and will be responsible for behaviour, culture and relationships.

In the next few months we will be joining a multi-academy trust, United Learning. It is a good time to join an amazing whole school team.

If you are interested and want to know more, please contact the school for a chat with me and/or a tour.

Yours faithfully,

Rachel Smith

**Headteacher**

**The recruitment and selection process**

The recruitment and selection process is set out below.

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| **Milestone** | **Date** |
| **Post Advertised** | 14/10/2024 |
| **Interested candidates can meet the Headteacher and tour the school** | By appointment via the Headteacher’s PA – Georgia Oxley  Email: [goxley@firvale.com](mailto:goxley@firvale.com) |
| **Closing Date for Applications** | Apply or email to [goxley@firvale.com](mailto:goxley@firvale.com)  By noon on Monday 21st October 2024 |
| **Shortlisting** | Monday 21st October 2024 – Shortlisted candidates will be contacted Monday afternoon. |
| **Interview process** | Interviews will be held Thursday 24th October 2025 |
| **Successful candidate starts** | January 2025 |
| **Please complete and return the application form by noon on Monday 21st October 2024** **either through TES or by email to goxley@firvale.com**  You should include a personal statement of no more than 2 sides of A4 explaining:  - **what has prepared you for the role of Assistant Headteacher for behaviour at Fir Vale School?**  - **what experience would you bring to help drive a positive culture and good relationships, leading to better outcomes.**  ***Do not use AI to write your personal statement***  Please look carefully at the person specification, job description and the attached information. Please focus on our context, challenges and how your experiences have prepared you for this role in our school and will mean you will be an effective senior leader. | |

**Our school and context**

Our school is distinctive in a number of ways. The range of background, need, aspiration and prior attainment is broad and means our school is comprehensive, cosmopolitan and dynamic. Our pupils benefit from strong and positive role models who offer positive reinforcement, care and recognition. We know that a calm, structured, purposeful learning environment is especially valuable. We work hard to engage all parents and families and we sometimes need to demonstrate that a high value should be placed on education and aspiration.

Nearly 40 different languages are present in our school and some pupils have low levels of literacy, oracy and numeracy. We work hard to drive higher standards of attendance and punctuality.

**Person Specification – Assistant Headteacher, Fir Vale School**

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| **Key Criteria** | **Essential** | **Desirable** | **Evidence** |
| |  | | --- | | **Academic qualifications and professional development** | | Qualified Teacher Status  Evidence of continuing professional development including educational school leadership and management |  | Application form  Documentary evidence |
| **Leadership and Management** | Experience in a secondary setting with success at middle leadership and management  Evidence of commitment to leading and building teams and collaborative working  Evidence of strategic leadership to inform school evaluation and improvement | Experience of leading whole school initiatives | Application form  Interview  References |
| **Personal Development, Behaviour and Welfare** | Ability to lead a large pastoral team, ensuring all students are equipped and ready to learn  Clear commitment and strategy to ensure disadvantaged pupils have all barriers removed  Effective practice to safeguard all students | Evidence of working with pastoral teams to raise standards | Application form  Interview  References |
| **Outcomes for pupils** | Confident and proficient use of performance data to raise standards for pupils with complex needs  Experience of raising standards for pupils eligible for Pupil Premium and/or with low levels of literacy including EAL | Experience of data analysis (SIMS/4Matrix) | Application form  Interview  References |
| **Personal Qualities, Skills and Attributes** | Unconditional positive regard for children, their families and staff  A commitment to care, inclusion and ‘Achievement for All’  High levels of emotional intelligence  Calm, positive and optimistic whilst under pressure  Ability to instil trust and confidence in students, their families and staff  Strong communication skills  Strong literacy, oracy and numeracy skills  Able to manage time and prioritise effectively  Able to model best practice for all staff |  | Application form.  Documentary evidence. |
| **Professional Experience** | Experience in the educational field, making a difference to the lives of students both socially and academically |  | Application form  Interview    References |
| **Teaching,**  **Learning and Quality of Assessment** | An effective teacher with a strong record of ‘high progress’ outcomes  Effective use of performance data to inform teaching and learning for individuals and groups | Experience of pastoral leadership | Application form    Interview  References |

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| **Job Description**  **Assistant Headteacher** |
| |  | | --- | | To assist the Headteacher in leading and managing the school:   * To drive and support the overall effectiveness of Fir Vale School in line with the agreed Fir Vale School Improvement Plan * To support the Headteacher with all operational duties, as required * To model and promote the aims, values and ethos of Fir Vale School * To provide effective line management of staff according to school policy ensuring staff and teams are supported and accountable * To act as Senior Leadership Team Link for one or more areas of the school * Assisting in the day to day running of the school * To actively participate in SLT and other leadership and management meetings. * To be a role model for good classroom practice * To drive and support the ethos of high expectations for staff and pupils to improve outcomes * Support and contribute to the raising of standards in teaching, learning and assessment in line with the Fir Vale Standard * Support and contribute to the culture and ethos which embeds ambition, recognises and rewards effort and achievement and promotes effective teaching, learning and assessment * Support and contribute to the development of high standards of personal development, behaviour and welfare including promoting high levels of safety and safeguarding   **Behaviour & Rewards**   * Promote a culture of excellent relationships across the school and beyond, including speaking with respect (stand back and lower your tone) and restorative conversations * Foster the schools values and those of United Learning * Ensure a respectful, calm atmosphere is promoted and maintained at all times and goes hand in hand with an excellent climate for learning * Ensure high standards of equipment, uniform etc through daily monitoring and quality assurance * Be proactive in involving all stakeholders in behaviour expectations, including parents, primaries and wider * Oversee proactive social cohesion activities (togetherness leader activities) * Ensure students are rewarded individually and collectively on a regular basis, including presentation evening, assemblies and trips * Build and maintain a consistent behaviour approach across the school * Attend training to ensure that you have the knowledge and expertise to lead on behaviour * Lead on CPD for behaviour and relationships * Establish quality assurance procedures to monitor and evaluate the effectiveness of behaviour systems and interventions * Develop a strategic framework for managing and improving behaviour and fostering a positive culture * Ongoing data analysis to guide and inform targeted interventions, focusing on key target groups * Create a positive school culture and ethos through character development * Integrate the school values into all areas of the school   **Transition**   * Coordinate the Y5/6 transition events, including, Y5/6 open day and evening (September), Y6 welcome day (July) * Coordinate the annual Y4/5 transition programme (subject tasters) * Liaise with Academic Leads and Heads of Year to ensure a smooth and effective transition from year to year * Liaise with primary schools and internal staff for Y6 information, including SEND, behaviour and safeguarding   **Student management**   * Manage a safe and calm transition around the school * Develop and maintain routines that develop skills for life * Organise staff on duties and in the behaviour centre that maximise opportunities for good staff-student relationships, social cohesion and safe play * Lead on CPD for student management * Monitor and maintain the equipment and areas for social time, ensuring high quality structured play * Establish quality assurance procedures to monitor and review the effectiveness of student management processes   **General Duties and Responsibilities**  To carry out the duties of an Assistant Headteacher as set out in the School Teachers’ Pay and Conditions Document.  To continue to meet the required standards for Qualified Teachers’ status.  **Review Arrangements**  Fir Vale School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time. | |