



Farlingaye High School

Recruitment Pack Assistant Headteacher

Required from April 2025

Employment Status	Full Time - Permanent
Employment Location	Farlingaye High School, Suffolk
Application Closing Date	Tuesday, 28 th January 2025 at 9 am
Interview Dates	Wednesday 5 th and Thursday, 6 th February 2025



www.farlingaye.suffolk.sch.uk



mail@farlingaye.suffolk.sch.uk



@farlingayehigh



01394 385720

ABOUT FARLINGAYE HIGH SCHOOL

Our vision at Farlingaye is very clear. We want our students to be taught by brilliant teachers, to learn to love different subjects, and to develop a sense that they are part of a wider community where their actions matter and their contribution is valued.

We want our students to excel here, to gain the skills and develop the qualities needed to go on and succeed in their future, by offering a chance for our students to involve themselves in a broad range of extra-curricular provision that enables them to participate in activities that develop resilience, teamwork and a sense of pride. We are hugely proud of what's on offer at Farlingaye, from the range of sporting opportunity through to the music, art and drama that so many participate in. Our aim therefore is to ensure that Farlingaye is a beacon of excellence in all it does.



As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve.

In order to achieve that we want our staff to all have one thing in common: the desire to make a difference. Whilst experience and specialism will differ, what unites our teachers is that they are unashamedly passionate about their subject, and want to work with young people. The support therefore in place, and how we use our time has to be focused on developing those two things. Our rich programme of CPD offers bespoke routes of development for staff, and there are many paid opportunities within school to develop wider experience and take on responsibility in order to continue to move forward in your career. We recognise that our strength comes from our brilliant staff, and we must invest all we can in them to continue to push ourselves forwards.

A student's time at school should leave a lasting legacy on shaping the person they become - all our staff play a part in making that happen. Work with us as part of the Farlingaye community in an environment that helps you develop and progress in your career.



Mr Smith, Headteacher

Teaching & Learning

Teaching and Learning is at the heart of all we do here at Farlingaye. We want our teachers focused on delivering innovative and engaging lessons that help foster a love of learning for all students. The Teaching and Learning Policy was developed by staff and designed to reflect this aim, tying together the strands of excellence that are prominent in teaching across the school. The focus this year is on how we can use adaptive teaching strategies to complement our Teaching and Learning policy and enhance our student's experience. To support this focus, CPD (both school wide and personal), is linked to a variety of adaptive teaching ideas. CPD and appraisal are closely linked at the school and the targets for our teaching staff reflect the implementation of the new policy. To monitor Teaching and Learning within the school, all teachers are observed at least twice, as well as the use of peer observations and a popular "Open classrooms" fortnight to encourage the sharing of good practice.



School Site

There has been a school on the site since 1953 when Woodbridge Secondary Modern opened. Farlingaye opened in 1988, and the school site has been gradually developed and extended since this date. The school currently consists of five main buildings, each housing well-maintained classrooms and specialist learning spaces as well as a large Sports Centre and separate Main Hall. The Sixth Form have their own block, containing a common room, study area, separate cafeteria and there is ample outside space including playing fields, a floodlit all-weather pitch and staff parking. Due to RAAC, a number of the school blocks have been significantly renovated and refurbished, transforming spaces into fresh and well appointed learning environments for our students and staff.

Pastoral Care



Farlingaye High School is organised into distinct year groups in terms of its pastoral structure. Each year group has a Year Learning Coordinator and an Assistant Year Learning Coordinator. There are eleven tutor groups in each year and tutors are managed by the Learning Coordinators in terms of daily pastoral care and tutor time activities. Students generally stay in the same form group between Years 7 and 11, and will have the same form tutor. Learning Coordinators work with tutors to be the first point of contact for parents and carers. For each Key Stage, there is an Assistant Headteacher who supervises and supports their respective year teams. Behaviour, both positive and negative, is recorded on the school's SIMS system, so early intervention can be conducted by the Learning Coordinators.

The year teams are supported by the SEND department which includes a SENCO, HLTAs and a large number of Learning Support Assistants who support students in a variety of ways – from day to day classroom support, to the provision of additional programmes of targeted support and parent/carer liaison. The department includes a number of members of staff with a variety of expertise that allows them to focus their intervention supportively.

Working alongside the year teams and SEND department in the student support hub, is the Behaviour Support Team. Their team consists of a Senior Behaviour Manager who is also a Thrive Practitioner and multiple Behaviour Support Managers. Each member of the behaviour team is linked directly to a year group providing consistent pastoral support.

Farlingaye has a Safeguarding Manager, who works closely with all teams in the provision of support with oversight from a Deputy Headteacher who is the Designated Safeguarding Lead. The team provide support for LAC/PLAC students and those students who require mental health or safeguarding support. There are two members of staff who work with the Safeguarding Manager to further support students and families and provide administrative support. The school also employs a Family Liaison Officer to support with improving attendance of vulnerable students.

Extra Curricular

Enrichment at Farlingaye High School is a key part of the school's identity. The PE department actively encourages all students to regularly participate in lunchtime and after school clubs in everything from traditional school sports such as football and netball to table tennis, running and fitness clubs where everyone is welcome. We are one of the top performing schools in Suffolk for sport. The school is represented at local, county, regional and national level by teams in Athletics, Netball, Rounders, Cricket, Football, Rugby, Handball, Basketball, Tennis, Hockey and many other sports. We pride ourselves on our high levels of sportsmanship as well as competitive spirit.

The Arts are highly valued at Farlingaye with a strong musical tradition, these include upper and lower school productions, concerts and a Mini-Fest where students showcase their musical talents and an annual Christmas Concert at St Mary's Church. Students are able to take extra tuition in Drums, Brass, Guitar, Woodwind, Piano and singing and many students use practice rooms to rehearse with their bands at lunchtime and after school. Every two years the Music department runs a music tour abroad, most recently to Italy.

The school also runs a full range of weekly extra-curricular activities with over 80 clubs a week taking place. These currently include STEM Club (Science, Technology, Engineering and Maths), Books and Breakfast, Music and Drama clubs, Wellbeing club, Homework Club, Singing Choir, Christian Union, LGBTQ+, French Club, Art drop in and Art and Photography Club.

The Duke of Edinburgh's Award scheme is undertaken from Years 9 to Year 13 and many of our students go on to achieve bronze, silver and gold awards, with expeditions taking place in the Spring and Summer terms.



Sixth Form

Farlingaye Sixth Form is Outstanding. Our students say that Sixth Form is one big happy family. Students in the Sixth Form achieve highly and progress on to fantastic post Sixth Form destinations, including University, Degree Apprenticeship programmes both locally and nationally, apprenticeships, employment and Further Education.

Farlingaye Sixth Form currently has 369 students on roll. This academic year we had 31 students who joined us from other providers specifically for Sixth Form.

All students study three A levels/Level 3 qualifications and are taught our enrichment programme over two years. A small proportion of students will start on four A levels. In Year 13 students can choose to complete the Extended Project Qualification.

Sixth Form students are part of our whole school community. Taking the lead in shows, raising money for charity, promoting and supporting all school events. Students are wonderful ambassadors for the school, they support students in lower school via Buddy Mentoring, the Student Hub, our 'adopt a teacher' programme, reading club and numerous other opportunities to act as role models for all students.



Careers



We are very proud of our innovative careers education programme that utilises a series of different delivery models, including tutor time sessions, curriculum information sharing and the UNIFROG digital platform. Our Careers Lead is supported by an administration assistant and working with the PHSE Lead, the programme is integrated across the curriculum. Supported by a number of events, the programme includes a Careers Convention for Year 10, mock interviews for KS4 students, Pop-up Careers Stands throughout the year, visiting speakers from the locality and a biannual Careers Fair. Our rate of NEETs is very low and we have an excellent record of progression, both in the main school and Sixth Form.

Our Curriculum



All students at Farlingaye have access to a full range of subjects and developmental experiences. Our aspiration is a curriculum that allows learning for all. Adapting what we do to suit our students is integral to our curriculum design. All subjects at Farlingaye are of equal value whatever the timetable allocation given to them.

Students undertake the full range of Key Stage 3 subjects until the end of Year 9, and choose their options in late February, ready to commence KS4 programmes of study in Year 10. Students have 4 options, of which at least one must be an EBacc 'bucket' qualifying subject. The most popular option subjects at Key Stage 4 are Geography, History, and Business Studies. We offer vocational KS4 courses in Child Development and Education, Health and Social Care, Sport Studies, Travel and Tourism, Music Practice, and Digital IT, alongside a very broad range of GCSE subjects.

At Key Stage 5, the vast majority of students follow 3 x 2-year courses. We offer a range of A Level subjects and vocational Level 3 courses. Alongside their Level 3 studies we deliver a taught enrichment programme, and in Year 13 students can choose to complete an EPQ.

Our Results

GCSE results at Farlingaye have always been strong with many measures being consistently above national averages.

2024 Examination results showed clear improvement in key indicators compared to the strong outcomes of 2023.

A Level results have consistently been some of the best in Suffolk. In 2023 the average points score for the best three A Levels placed us as the best state school score in Suffolk. In 2024, 73% of grades being A*-C and 21% A* or A.

Parents get regular reports on progress across all years. Attainment data is collected through a combination of ALPS, 4Matrix and our own systems in order to produce report summaries for year coordinators and subject leaders.

Developing Professionals with Integrity & Autonomy



We feel that the size of Farlingaye offers the perfect context to provide development opportunities for our staff. We are well aware that our greatest resource is the people who work here, and that quality in the classroom and high standards in the wider school can only come from appointing the right people and then providing opportunities for staff to grow.

We are proud of the CPD routes on offer in school. Our in-house programme is bespoke to staff, and is flexible enough to be tailored to support both those new to the profession and colleagues who have been teaching for a sustained period of time. We also run a range of development programmes to ensure that colleagues at all levels have the chance to progress.

In the last few years these programmes have included:

- Our ECT induction programme: led by our Professional tutor and supporting those entering the profession.
- A 2nd and 3rd Year teacher programme: offering for those still developing in their career a chance to work alongside theirs in both our school and neighbouring ones to share good practice, learn through CPD and also focused project work
- Aspiring Middle Leaders and Secondment opportunities to leadership team: both designed to give a taste of leadership and a chance to take on wider responsibility

As well as our in-house programmes, the school supports colleagues through the National Programme of NPQs as well as enjoying the opportunities to offer joint CPD from within the EAST MAT.

There is also a range of progression opportunities within the school. Over 60% of teachers hold a position of paid responsibility across a range of areas such as subject leadership, pastoral care, extra-curricular provision or helping to support wider school issues. We feel that these opportunities are one of the reasons for our high staff retention, and we are proud that staff who come here are happy and thriving in the roles that they do. Whilst national statistics show a gloomy picture of those leaving the profession (over a third leave teaching within the first 5 years according to a recent study) at Farlingaye we are pleased to go against the trend, with 95% of the 15 staff new teachers appointed in the last 5 years still in teaching. Of those still at Farlingaye, 88% hold a promoted post.

We value our staff greatly and support them in a variety of ways which include the Employment Assistance Scheme, and a genuinely compassionate approach to all those in the school community.

- Staff children are prioritised for school places at Farlingaye even if you do not live within catchment.
- Staff have 24-hour access to our Employee Assistance Programme including free counselling, financial and pensions advice, legal advice, home and well-being support.
- All staff have complimentary access to excellent gym facilities and we enjoy close ties with a local health club who offer staff a generous discount on membership.
- Complimentary physio at a local provider.
- Complimentary access to flu vaccinations every year.
- Access to salary sacrifice scheme (for existing members) for additional support in childcare costs.
- Professional development and bespoke CPD packages for every member of staff including external and internal courses.



- Training is scheduled across the whole year, so staff know what is happening and can select opportunities that are most relevant to them.
- Each department has administrative support to cut down on unnecessary admin tasks for teachers.
- We welcome applications from colleagues who would like part-time or job shares. Flexibility keeps good teachers in the school.
- All our recruitment processes are open and transparent. We develop leadership positions and undertake shadow-staffing and succession opportunities to encourage and invest in our staff to gain promoted posts within our school and elsewhere.
- Opportunities will be offered to staff to undertake developmental roles / work across our academies in the East Anglian Schools Trust if they choose to.
- Our appraisal is developmental and constructive.

Our Culture and Ethos



At Farlingaye we are rightly proud of the fantastic results that our students achieve, but we realise there is more to school than examinations and strive to ensure that all our students find school a memorable, formative and engaging experience that prepares them for their next steps in life.

- Teaching and learning is at the heart of all we do. We want all our teachers focused on developing their craft in the classroom to ensure lessons are engaging and stimulating for learners.
- To support this, CPD has a huge role in what we do. Our in-house CPD programme is rich and varied, bringing in the best practice and latest research to support staff growth. We offer bespoke routes through our CPD programme to develop staff at all levels.
- We teach just three lessons a day and staff have a maximum of 84% timetable, with ECTs teaching less than this.
- Meetings are kept to a minimum after school. Teaching staff without responsibility within the school attend only 11 meetings a year outside of the school day.
- Lesson observations are for the purpose of teacher development and sharing of best practice. We discuss how to get better.
- Team rooms for all departments help build supportive collaborative relationships and facilitate shared planning time.
- There is no prescribed template for lesson planning. Our Teaching and Learning Principles focus on Subject Knowledge, Challenge, Modelling, Review & Retrieval, Questioning and Feedback.
- Students value being a member of our community. They take pride in being a Farlingaye student, and we work closely with our supportive parent body.

Our Community & Local Area



Farlingaye is a creative school with excellent resources, lovely students and great results. We are part of East Anglian Schools' Trust (EAST) alongside Kesgrave High School, Bungay High School and Castle EAST School. The Trust have also recently welcomed Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market Primary Schools.

We have been graded Good in our 2022 OFSTED and aim to achieve Outstanding again. We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff.

We are also extremely pleased to have launched EAST's own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

Our Location

Our Location: Farlingaye is located in Woodbridge, an idyllic market town situated on the River Deben in Suffolk. In 2021, The Times newspaper placed the town at the top of the list of best places to live in the East of England and a recent Right Move survey said Woodbridge was the "happiest place to live in the UK".

The school enjoys a prominent role in the local community, with strong ties to the town through arts, music and sport.

EAST Vision

Who are EAST?

EAST was established on 1 September 2019. At its inception, three secondary academies were formally partnered together: Bungay, Farlingaye and Kesgrave High Schools. In 2020, we applied to establish a Free Special School in Bungay, for children with interaction and communication needs. Demonstrating our commitment to local, inclusive education, we are proud to announce that Castle EAST School is open. EAST SCITT, our 'School Centred Initial Teacher Training' is an accredited Provider offering secondary (11-16) and primary (5-11) school-based initial teacher training awarding Qualified Teacher Status (QTS). We see this as the most effective way to find and develop future teachers to work in this vibrant county. We are delighted with the popularity and quality of EAST SCITT!

We are very confident that EAST will create a stronger future for our schools and continue to improve outcomes for our students. It is through a commitment to working together that we will continue to collectively and individually achieve great things, providing a first-class educational experience for our students and an excellent working environment for staff.

Our Vision: Where everyone can achieve

We measure our **success** through a combination of **performance, growth** and **happiness**, as individuals and collectively.

Our **cornerstones** are the foundations of our vision; they underpin all that we do and shape the way we work with everyone in our trust and our extended educational community; from parents & carers to partners, suppliers and local government.



#1 Learning

We will continually strive to deliver the best possible experience for quality learning and personal development for everyone at EAST through our curriculum, engaging teaching, the resources & support we have available and the quality of the physical environment in which we work.

#3 Opportunity

We exist to enable everyone in our schools to realise their true potential through an academic or professional experience within our schools that achieves the outcomes they seek. We do not believe there is a one-size-fits-all for success and achievement and will always do our best to support the aims and ambition of the individual.

#2 Inclusivity

We believe a great quality education, opportunities for personal development and participation should be available to everyone regardless of their personal circumstances. That's why our schools today already cater for many specialist needs and our trust is committed to developing the teachers of the future.

#4 Community

We are a significant contributor to our local communities, we understand the role we play and will always seek to enable everyone at EAST to be considered, active, positive citizens of the world around them. Our sense of community begins in our schools and we nurture a respectful, supportive culture.

Advertisement - Assistant Headteacher

Salary Range: Leadership Spine 14 - 18 (£68,586 - £75,675)
Students on Roll 1902, including 369 in the Sixth Form (11-18)

Appointment for April 2025

We wish to appoint a dynamic Assistant Headteacher to join our Senior Leadership Team and help lead our fantastic school. Farlingaye is a high-achieving comprehensive school with over 1900 students. It has a well-established reputation in the county of Suffolk and in the community, situated in the picturesque town of Woodbridge, approximately 10 miles north of Ipswich. We are proud to be part of an exciting and developing local Trust, EAST.

We would like to hear from you if:

- You have leadership experience and the ability to challenge, inspire and motivate colleagues and our students
- You are an excellent communicator and able to work successfully with both internal and external stakeholders
- You have high standards and expectations of self and others, and are able to lead by example
- You are imaginative, innovative, resourceful and a decisive leader
- You can build and maintain trusting relationships with the key stakeholders including staff, parents, and students
- You share our passion for education, and can demonstrate a clear strategic vision
- You can demonstrate how you have improved the quality of education in your current setting

In return we can offer you:

- Enthusiastic and ambitious students who are keen to learn with proven high achievement and attainment
- A strong reputation locally and in the wider community
- A talented staff team that welcome new challenges and are committed to supporting colleagues and students

- A very wide range of exciting extra-curricular activities
- Opportunities to work in genuine collaboration with EAST and our partner schools
- A supportive community, and Local Governing Body
- A comprehensive induction programme
- Quality continuous professional development
- OFSTED Good, 2022
- Access to the staff Wellbeing 'Employee Assistance Programme' and benefits of working for Farlingaye and within EAST

Potential candidates are encouraged to visit the school, and will be warmly welcomed. Requests for visits should be made prior to the closing date of Tuesday, 28th January 2025. Please contact Linda Marsh, HR Manager on hr@farlingaye.suffolk.sch.uk or 01394 385720 should you wish to visit the school or have any questions.

Applications should be submitted via our on-line recruitment site which can be found on our vacancies page:

<https://www.farlingaye.suffolk.sch.uk/Vacancies-Staff/>

Closing date for applications: Tuesday, 28th January 2025 at 9am
Interview dates: Wednesday, 5th & Thursday, 6th February 2025

Should you wish to discuss the job role in further details, please contact Peter Smith, Headteacher, via Lauren Teeling, Headteacher's PA on lteeling@farlingaye.suffolk.sch.uk.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We are an equal opportunities employer welcoming applications from all sections of the community.

The post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants including an enhanced disclosure check.



JOB INFORMATION

ASSISTANT HEADTEACHER

SALARY RANGE:

Leadership Spine L14 - L18 (£68,586 - £75,675)

REPORTS TO:

Headteacher

JOB LOCATION:

*Farlingaye High School,
Ransom Road,
Woodbridge*



The role presents an exciting opportunity to help shape the future direction of our successful school. The culture at Farlingaye is already one where students want to learn and staff are wholly committed to excellence both inside the classroom and through the wider curriculum offer. The next step for the school is to improve the outcomes of all students, reflecting the efforts of staff and ability of students to succeed at the highest level. We are seeking applications from dynamic and outstanding individuals who are keen to help build on our successes and to be part of a team leading Farlingaye forward. The successful candidate will have experience in whole school leadership; successful teaching experience in raising student achievement and experience of leading whole school strategic change. They will also be able to clearly demonstrate meaningful impact in their current role.

Main areas of responsibility: Key Stage Lead, Attendance, Mental Health Lead, Pupil Premium and Careers

1. Strategic Lead for Key Stage 4

Key Stage Leadership: We are seeking an energetic and visionary individual to lead and oversee Key Stage 4 within Farlingaye. In this role, you will provide strategic direction and support to the Heads of Year under your guidance, ensuring alignment with school objectives and fostering excellence in student outcomes.

Key responsibilities:

- Provide strategic leadership and managerial support to the Heads of Year within Key Stage 4, ensuring alignment with school objectives and priorities
- Serve as a positive professional role model for staff, students, and families, championing inclusion and restorative practices to create a supportive and nurturing learning environment
- Collaborate closely with the Leads of other Key Stages to facilitate effective transition processes and ensure seamless pathways for student progression
- Utilise national, local, and Trust data to monitor standards of achievement across Key Stage 4, identifying areas for improvement and implementing targeted interventions as necessary
- Monitor progress towards achieving academic targets and utilise data insights to inform future developments and initiatives aimed at enhancing student learning outcomes
- Lead and participate in Key Stage specific initiatives, projects and curriculum developments to enrich the educational experience and maximise student potential

Job Description

2. Attendance

Your commitment to promoting a culture of attendance excellence will contribute significantly to the overall academic achievement and well-being of our students. You will provide strategic leadership in this key area overseeing the work of our Attendance Manager and team, enabling them and others to effect meaningful change.

Key responsibilities:

- Develop and implement comprehensive attendance policies and procedures in line with statutory requirements and school objectives
- Monitor and analyse attendance data to identify trends, patterns, and areas for improvement
- Provide training and support to staff members on effective attendance monitoring and intervention strategies
- Lead attendance-related initiatives and campaigns to raise awareness and promote the importance of regular attendance among students and stakeholders
- Work closely with the pastoral team to support students with persistent attendance issues, providing guidance and implementing appropriate interventions
- Liaise with relevant authorities and agencies regarding legal obligations and procedures related to attendance, including reporting and follow-up actions

3. Mental Health Lead

As the Mental Health Lead, you will be responsible for championing a culture of mental health awareness and support throughout the school. You will oversee the development and implementation of strategies to promote positive mental health and ensure effective support for students and staff.

Key responsibilities:

- Develop and implement a whole-school mental health strategy, ensuring alignment with national guidance and best practices
- Provide leadership and guidance to staff on mental health awareness, support strategies, and early intervention techniques
- Co-ordinate the delivery of mental health training for staff and students
- Work with external agencies and organisations to provide specialist support and resources for students and staff as needed
- Monitor and evaluate the impact of mental health initiatives, using data and feedback to inform future developments
- Lead on the creation of a safe and supportive school environment that prioritises mental health and well-being

4. Line Management of Pupil Premium

The successful candidate will play a pivotal role in ensuring that our Pupil Premium strategy is effective in reducing the attainment gap and providing targeted support for disadvantaged students. Managing our School Pupil Premium lead, you will ensure that we deliver initiatives that enhance the learning experience and outcomes for these students.

5. Line Management of Careers

The successful candidate will play a key role in ensuring the school's Careers provision is comprehensive, inspiring and aligned with the Gatsby Benchmarks. Managing our school's Careers Lead, they will ensure that our Careers Strategy prepares students for life beyond school, equipping them with the knowledge, skills and opportunities to achieve their aspirations. This includes working collaboratively with staff, external partners and employers to deliver high-quality careers education, information, advice and guidance (CEIAG).

This role is central to driving Farlingaye's vision of fostering excellence and inclusivity in every aspect of school life. If you are an ambitious, experienced leader ready to make a lasting impact, we look forward to receiving your application.



Job Description

Wider aspects of the role

- Supporting the Headteacher in helping to devise and implement a clear strategic vision for an already excellent school
- Having a thorough understanding of the current education landscape
- Having the highest expectations and standards of our students and staff. Be able to communicate and monitor that these are consistent across the school
- Having up-to-date knowledge of the latest Ofsted framework and requirements.
- Working effectively with the Headteacher, Trust, Governors, local schools and other partners as appropriate
- Motivating and inspiring students and staff to secure the best possible outcomes
- Monitoring and evaluating specific areas of responsibility in line with agreed school procedures, including evaluating against quality standards and performance criteria as agreed with the Headteacher.

Expectations of all members of Leadership Team

All members of the Leadership Team are expected to make a full contribution to the performance of the team's regular duties, including through undertaking the following:

- Acting as link with at least one Head of Faculty/Key Stage and providing support for that area
- Delivering assemblies
- Performing lunchtime and break time duties and supervision
- Leading a Bus Duty team
- Carrying out mobile patrols
- Supervising whole school detentions
- Delivering CPD
- Conducting tours of the school with prospective parents, students and teachers
- Attending consultation and information evenings
- Attending Leadership Team meetings before and after school

In addition, all members of the Leadership team will be expected to deal with problems as they emerge in the school day, supporting staff, parents and students as needed. They will also be expected to play a full role in supporting our numerous school events.

Job Descriptions are not exclusive or exhaustive and the nature of the position entails that the post holder will be required to undertake other duties of a similar level/nature. Tasks are not excluded from the post simply because they are not itemised. The nature of this post will require flexibility to meet the needs of the school. The post holder will be expected to adopt a flexible attitude to the duties and hours to meet deadlines and deliver key objectives.



Person Specification

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated in the table below.

How the evidence will be tested is indicated under the remaining columns.

Commitment to the school’s ethos is considered essential as is a sense of humour. Evidence of both of these will be sought during the recruitment process.

A: Training & Qualifications	Essential	Desirable	Application	Interview	References
Qualified Teacher Status	●		●		
Degree (or equivalent)	●		●		
Evidence of recent professional development		●	●		
Relevant Higher Degree or Post Graduate curriculum or management qualification		●	●		

Person Specification

B: Experience of Teaching & Educational Leadership

	Essential	Desirable	Application	Interview	References
Substantial experience in secondary education	●		●	●	●
Experience of leading others	●		●	●	●
Demonstrable experience of successfully leading school change	●		●	●	●
Evidence of successful strategies used to raise student progression achievement & attainment	●		●	●	●
Evidence of successfully operating at both strategic & operational levels	●		●	●	●

C: Professional Knowledge & Understanding

Knowledge of strategies to achieve effective learning, teaching & assessment including the use of ICT	●		●	●	●
Knowledge of the use of data to establish benchmarks & set targets for improvement	●		●	●	
Knowledge of local & national policies, priorities & statutory frameworks	●		●	●	
Ability to use data to identify trends and weaknesses and to inform future planning and strategic decision making	●		●	●	
Up-to-date knowledge of current educational thinking and research	●		●	●	●

Person Specification

D: Personal Skills & Attributes

	Essential	Desirable	Application	Interview	References
A commitment to equality and diversity	●		●	●	●
Excellent oral and written communication & ICT skills	●		●	●	
High standards of integrity and a positive role model for students and staff	●		●	●	●
An ability to analyse and interpret information to make informed decisions and exercise good judgement	●		●	●	
An ability to evaluate quality and implement actions that lead to improvement	●		●	●	●
A range of leadership skills to develop productive relationships and high performing teamwork	●		●	●	●
An ability to challenge and motivate others to create a forward-thinking organisation committed to school improvement	●			●	●
Good self-management, to include time management, working under pressure and to deadlines	●			●	●
An ability to influence key stakeholders, particularly families and the wider local community	●		●	●	●
Stamina, resilience, reliability and integrity	●		●	●	●
An understanding of the value of a successful work life balance for self and others	●		●	●	●
A caring and supportive approach to those in the school community	●		●	●	●
Commitment to safeguarding and inclusion	●		●	●	●