



**Steel City**  
Schools Partnership

Recruitment information  
for the position of

**Assistant Headteacher**  
**September 2024**

**Fox Hill Primary**

**Assistant Headteacher  
Fox Hill Primary**

**Salary L4 - L8     (£50,807 - £56,082)**

**Steel City Schools Partnership seeks an Assistant Headteacher who will:**

- Teach a class to a high standard and model exceptional teaching and inclusive practice in order to further improve outcomes.
- Lead one of the academy key priority areas based on the Ofsted framework.
- Be responsible for the leadership and development of the wider curriculum or a core curriculum area.
- Strategically lead the work of the wider curriculum subject leaders or a core curriculum area.
- Work as part of the leadership team to support and develop staff in a relational behaviour approach.
- Work closely with families and the community to strengthen attendance and attitudes to learning.
- Secure the long-term success of the academy by maximising potential through the skills and resources available from across the academy, the trust and beyond.
- Build leadership capacity in the academy, including line management responsibilities
- In collaboration with the CEO, EDSI and Headteacher, articulate and role model a clear vision for the academy within the trust for the development of education to meet the demands of a rapidly changing agenda, one which we are shaping ourselves
- Provide leadership and management which enables the Trust to give every child high quality education and which promotes the highest possible standards of achievement and attainment
- Contribute to the work of Steel City Schools Partnership and our wider partners
- Deliver specialist continuous professional development across the partnership at all levels
- Work with the Trust in its development of a primary phase transformation model and in its current period of growth.

**In return Steel City Schools Partnership can offer you:**

- Wonderful children.
- An innovative leadership team to support school to school improvement.
- Keen and well-motivated staff teams who are eager to learn and involve themselves in all aspects of academy and trust life.
- A warm, welcoming ethos based on collaboration, care and respect for all.
- Parents who are keen to engage with and contribute to their children's learning.
- Strong links within our Family of Schools and our wider community of schools.
- The opportunity to co-create, implement and share new and innovative practice as the Trust enters its next stage of growth.
- A fully supportive Board of Trustees and a Local Governing Body, committed to improving outcomes for all.

- The challenge of shaping and implementing an academy, with the support of the CEO, EDSI, Headteacher, Board of Trustees and Local Governing Body, into the new world.

Please note that successful candidate will be appointed to the Trust and as such can be deployed at any site across the Partnership as directed by the CEO. In the first instance this role will be based at Fox Hill Primary. It is expected that the successful candidate will take up post from September 2024.

Informal discussions about the role and visits to Fox Hill Primary are warmly welcomed and encouraged. For an informal discussion about the role please contact Annali Crawford, Headteacher on [acrawford@foxhill.sheffield.sch.uk](mailto:acrawford@foxhill.sheffield.sch.uk) . The specifics of the role will be finalised depending on the skillset of the successful candidate.

To arrange a visit please liaise directly with the Headteacher using the contact information above.

**Closing Date: Friday 10<sup>th</sup> May 2024**

**Recruitment Process: to be confirmed.**

**Steel City Schools Partnership is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.**

**The successful candidate will be required to undertake an enhanced Disclosure and Barring Check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.**

**We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.**



## **JOB DESCRIPTION**

### **Assistant Headteacher – Fox Hill Primary**

**JOB PURPOSE:** Working with the EDSI, Headteacher and Deputy Headteacher, to provide leadership for the Academy which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements and the 5 outcomes of Every Child Matters.

**RESPONSIBLE TO:** The Chief Executive Officer of the Trust and the Headteacher of the Academy.

**RESPONSIBLE FOR:** Teaching and support staff of the Academy and its children and young people.

**ACCOUNTABILITIES:** To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers. The job description is based on the National Standards for Headteachers as defined by the Training and Development Agency.

**SPECIAL FEATURES:** The post holder shall be required to work in any of the Academies within Steel City Schools Partnership as directed by the Chief Executive Officer. In conjunction with the Academy Headteacher, EDSI, CEO and Trustees you are expected to undertake the following:

#### **Shaping the Future**

Working with the Headteacher and Deputy Headteacher to:

- Create and communicate a whole school shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the Academy and its community as part of Sheffield and in its wider context.
- Translate the vision into clear objectives that promote and sustain Academy improvement.
- Ensure that the Academy moves forward for the benefit of its pupils and their community.
- Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.

#### **Learning and Teaching**

Working with the Headteacher and Deputy Headteacher to:

- Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.

- Ensure an Academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.
- Ensure a culture that supports and facilitates pupil engagement in, and ownership of their own learning.
- Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.

### **Developing Self and Others**

Working with the Headteacher and Deputy Headteacher to:

- Build a collaborative learning culture within the Academy and actively engage with other Academies and schools to build effective learning communities and partnerships.
- Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.
- Set high expectations for all and address underperformance.
- Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.
- Support the Headteacher in the implementation of performance management systems that ensure high quality education provision.
- To act as a role model for the highest professional standards within the framework of the school's expectations.

### **Managing the Organisation**

Working with the Headteacher and Deputy Headteacher to:

- Ensure that the Academy and its resources are organised and managed to provide an efficient, effective and safe learning environment.
- Manage the Academy's financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities.
- Recruit, retain and deploy staff appropriately.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- To undertake any professional duties of the Headteacher, as delegated, or in the event of their absence from school.

### **Securing Accountability**

Effective fulfilment of all roles and responsibilities outlined in this document

Provide information, advice and support to the Headteacher, Deputy Headteacher and Governing Body to enable them to meet their responsibilities for securing:

- Effective teaching and learning
- High standards of achievement
- Efficiency and good value for money

and enabling them to present full, clear and accurate accounts of Academy performance to a range of audiences including the Children's Service Authority, OFSTED, the local community and others.

To assist the Headteacher and Deputy Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the Academy.

To assist the Headteacher and Deputy Headteacher in ensuring all parents are well informed about:

- curriculum attainment and progress
- realistic and challenging targets for improvement

and to make a fully informed contribution to achieving them.

### **Strengthening Community**

Working with the Headteacher and Deputy Headteacher to:

- Manage effective relationships with all stakeholders and partners.
- Co-operate and work with relevant agencies and partners to ensure the well being of children in line with the 5 Every Child Matters outcomes.
- Ensure learning experiences for pupils are linked and integrated with the wider community, local, national and global.
- Build an Academy culture and curriculum that takes account of the richness and diversity of the Academy's communities.
- Create and promote positive strategies for challenging all forms of prejudice and harassment.
- Promote the concept of lifelong learning and family engagement with learning through partnership.

### **Safeguarding and Promoting the Welfare of Children**

Working knowledge and effective experiences of addressing the "Every Child Matters" agenda and safeguarding issues.

Working with the Headteacher and Deputy Headteacher to:

- Ensure a safe and supportive Academy culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.
- Identify key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- Develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.

## **Specific Responsibilities**

### **Curriculum Responsibilities**

- Support the Planning, Development, Monitoring and Assessment of whole school curriculum provision.
- To lead a team of staff through the component parts of planning, development and delivery of curriculum.
- Ensure that all pupils receive their entitlement to the full curriculum within a framework of equal opportunities and ensuring regular monitoring and reporting of their progress

- Assisting the Headteacher and Deputy Headteacher in ensuring that all parents are well informed about curriculum attainment and progress and are able to understand realistic and challenging targets for improvement and to make a fully informed contribution to achieving them

### **Pastoral Responsibilities**

- Line manage teachers and support senior teachers in their line management area of responsibility.
- To lead the team they line manage in developing and implementing effective behaviour and relational strategies in line with Academy policy
- To support the Headteacher and Deputy Headteacher in positive behaviour management across the Academy
- Ensure subject leaders meet their responsibilities in line with national standards
- To plan implement and monitor a staff development programme including induction, mentoring, training and performance management
- To liaise with other providers to secure best opportunities for pupils
- To develop and implement strategies to ensure pupil progress, to monitor, evaluate and review those strategies and pupil progress, and develop extension and out of school hours activities working with partners in education
- Contribute to the provision of a safe, secure learning environment
- Assist the Headteacher and Deputy Headteacher in raising academic standards and raising attainment particularly in the areas of English, Literacy, Numeracy, ICT and other basic skills
- Be part of the wider safeguarding team supporting good attendance.

## Person Specification/Profile – Assistant Headteacher

<p><b>Qualification and Experience Requirements</b></p> <ul style="list-style-type: none"> <li>▪ QTS (Qualified Teacher Status)</li> <li>▪ Evidence of regular and appropriate professional development</li> <li>▪ Evidence of recent management development</li> <li>▪ Evidence of recent senior management experience demonstrating a substantial contribution to: <ul style="list-style-type: none"> <li>- Developing and implementing an Academy or school ethos</li> <li>- Planning, developing, monitoring and assessing the whole curriculum</li> <li>- Raising standards through systematic target setting and monitoring, including within the processes of OFSTED</li> <li>- Developing community involvement</li> </ul> </li> <li>▪ Experience of leading CPD</li> <li>▪ Experience of implementing school improvement initiatives</li> <li>▪ Experience of teaching the EYFS curriculum</li> </ul>	<p>Application form</p>
<p><b>Assistant Headteachers should be able to demonstrate their ability in:</b></p> <ul style="list-style-type: none"> <li>▪ Collaborative and flexible leadership in close partnership covering <ul style="list-style-type: none"> <li>- Planning, development and monitoring whole school curriculum provision</li> <li>- Planning strategically and operationally</li> </ul> </li> <li>▪ Effective management, decision making and organisational skills, including: <ul style="list-style-type: none"> <li>- Communication skills (oral and written)</li> <li>- Consultation and negotiation skills</li> <li>- Ability to delegate</li> <li>- Ability to motivate staff and pupils</li> </ul> </li> <li>▪ Interpersonal skills which demonstrate an ability to develop and maintain good relationships with all members of the Academy /school community and partners</li> <li>▪ Active and effective internal Academy /school liaison work, including the promotion and development of team working</li> <li>▪ To plan and make decisions that take full account of equal opportunities</li> <li>▪ Performance review: a sharp focus on self-evaluation, with particular regard to assessment and pupil progress</li> </ul>	<p>Application Form, Reference, Assessment , Interview</p>
<p><b>Assistant Headteachers should be able to demonstrate their knowledge, experience and understanding of:</b></p> <p><b>Shaping the future</b></p> <ul style="list-style-type: none"> <li>• Local, national and global trends in education</li> <li>• Communication strategies both within and beyond the Academy</li> <li>• New technologies, their use and impact</li> </ul>	
<p><b>Leading teaching and learning</b></p> <ul style="list-style-type: none"> <li>• Strategies to raise achievement and achieving excellence</li> <li>• Strategies to ensure inclusion, diversity and access</li> <li>• Strategies to develop effective teachers</li> <li>• Models of learning and teaching</li> </ul>	



<ul style="list-style-type: none"> <li>• Principles of effective teaching and assessment for learning</li> <li>• Models of behaviour and attendance management</li> <li>• Curriculum design and management</li> </ul>	
<p><b>Developing self and others</b></p> <ul style="list-style-type: none"> <li>• Strategies to promote self and team development</li> </ul>	
<p><b>Managing the organisation</b></p> <ul style="list-style-type: none"> <li>• Equal opportunities policy in service delivery and employment</li> <li>• Legal issues relating to managing a school including Equal Opportunities, Race Relations, Disability, Human Rights and Employment Legislation</li> </ul>	
<p><b>Securing accountability</b></p> <ul style="list-style-type: none"> <li>• Relevant education legislation</li> <li>• Principles and practice of quality assurance systems, including school review, self evaluation and performance management</li> <li>• Data collection and analysis tools</li> <li>• Performance monitoring and evaluation techniques</li> <li>• Statutory educational frameworks, including governance</li> <li>• Public service policy and accountability frameworks, including self evaluation and multi-agency working</li> <li>• Use of a range of tools (including performance data) to support, monitor, evaluate and improve aspects of Academy life.</li> </ul>	
<p><b>Strengthening community</b></p> <ul style="list-style-type: none"> <li>• Current issues and future trends that impact on the Academy community</li> <li>• Strategies to encourage parents and carers to support their children’s learning</li> </ul>	
<p><b>Safeguarding and promoting the welfare of children</b></p> <p>Awareness, understanding and successful experience of:</p> <ul style="list-style-type: none"> <li>• Addressing Every Child Matters (ECM) agenda and possessing up to date knowledge and understanding of national and local safeguarding guidance.</li> <li>• Developing and ensuring a safe and supportive Academy culture.</li> <li>• Developing and introducing policies and practices that minimise opportunities for abuse or ensure its prompt reporting.</li> </ul>	