

# Chilwell School

Assistant head teacher:  
Leading student progress





Dear Applicant

I would like to thank you for your interest in the post of assistant head teacher at Chilwell School.

Chilwell School is a great place to work. We are a warm and friendly staff, and you will find a great welcome if you choose to work with us. We are committed to the wellbeing of our staff and support a sensible work life balance.



We place a high priority on staff being able to do their job without having to jump through hoops or be tied up in unnecessary distractions. As a result, we have a committed group of people who enjoy their work and value the opportunity to offer a great provision for students.

We are an 11-18 Foundation School located on the border of the Nottinghamshire Borough of Broxtowe and Nottingham City. We have a roll of 1056.

We have joint usage of the Olympia Leisure Centre, which is a thriving leisure centre serving the local community, as well as our own students. The school is located on a stunning 30-acre site. Attenborough Nature Reserve, the Chilwell Manor Golf Club and Attenborough village border our grounds. Unusually, we also have a lake on site which is populated with a wide variety of wildlife.

Our school values are based upon developing a community that treasures education. We value our strong commitment to achieving success for our students and all who work within and with our family of schools. We believe that our foundation school status means that we have the independence to drive forward standards and also the freedom to ensure that we meet the developing needs of our community. For fifty years we have built a reputation for a school that cares and a school where students achieve.

Chilwell School was graded “Good” by Ofsted in May 2018. We believe in an open and transparent culture, and work hard to support staff and pupils in their development and learning. We fundamentally believe in a broad and balanced curriculum, and as such remain totally committed to a wide portfolio of subjects within the curriculum that give pupils a breadth of experience and a choice of pathways.



Chilwell School has grown significantly over the past twelve months with a 25% increase in student numbers. The sixth form is expanding and the school has taken a leading role in developing provision and support for students and families, resulting in frequent features on local and national media. In addition, we are delighted that Chilwell School is included in the latest tranche of schools that will be rebuilt under the DfE’s Schools Rebuilding Programme and we anticipate work on this project to start shortly.

The deadline for applications is **Wednesday 19<sup>th</sup> April** at 10am. Interviews will be scheduled for week beginning 24<sup>th</sup> April. Visits to the school are welcome, please arrange these by contacting the head teacher’s PA at the email address below.

*Please include a letter outlining your views on how Chilwell School can most effectively support student progress (no more than 1500 words) with your application form and return to the head teacher’s PA, Mrs Rochelle Hewer - [r.hewer@chilwellschool.co.uk](mailto:r.hewer@chilwellschool.co.uk).*

David Phillips  
Head teacher



**Post title:** Assistant head teacher  
**Pay range:** Leadership scale L13-L17  
**Line manager:** Head teacher  
**Supervisory responsibilities:** Leading student progress

### Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for assistant headteachers and the school's own policy
- Under the overall direction of the headteacher play a major role:
  - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
  - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
  - proactively manage staff and resources
- Take on the responsibilities of the head teacher as agreed and appropriate in the absence of the head teacher and deputy head teacher
- Carry out the professional duties of a teacher as outlined in 'general teaching'
- Take responsibility for child protection issues as appropriate
- Any other reasonable duties which the head teacher might request, in regard to the nature of the responsibilities of the post as defined.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### Duties and responsibilities

#### Leading student progress

- Provide strategic leadership of attainment and progress
- Leadership and oversight of:
  - all curriculum intervention programmes
  - examinations logistics and examination analysis
  - curriculum packages
- Lead and develop assessment, and give feedback to parents/carers
- Management of SIMS and SISRA oversight
- Management and interpretation of data
- Reporting and assessment cycle
- Student target setting and tracking student performance



*"Pupils choose from a wide range of extra-curricular activities, which develop their confidence, as well as the culture of aspiration within the school and the local community." OFSTED May 2018*

### **Key duties**

- Support the head teacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the head teacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate

### **Managing the organisation**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the head teacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the headteacher

### **Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Strengthening community**

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies





*"Leaders have high expectations and strive to improve the quality of teaching and outcomes for pupils"*  
OFSTED MAY 2018

## Person specification – assistant head teacher

### Qualification criteria

- Qualified to degree level or above
- Qualified to teach and work in the UK

### Experience

- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and student outcomes
- Experience of having improved and sustained school systems
- Experience of engaging with and implementing current educational research

### Leadership

- Able to work closely with colleagues within the senior leadership team
- Recent experience of working successfully as a senior or middle leader in a school
- Can demonstrate the ability to analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement
- Able to keep up to date with national developments and pedagogical advances
- Effective leadership style that encourages participation, innovation and confidence
- Ability to lead and motivate staff within a performance management framework, including professional development and effective management of underperformance
- The ability to coach, mentor and support staff to work to the best of their ability
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Able to take personal responsibility for their own actions
- Resilience and motivation to lead the school through day-to-day operation while maintaining a clear strategic vision and direction
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all students
- Highly organised and able to delegate

### Vision and strategy

- Clear understanding of strategies to establish and maintain a strong culture and ethos amongst staff and students
- Use of data to inform and diagnose weaknesses in teaching and learning that need addressing
- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards

### Leading external relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders
- Develop effective partnerships and liaison with key stakeholders
- Build productive relationships with nationally recognised staff development organisations

### Equal opportunities

- A drive to ensure that all students, regardless of different social backgrounds, can achieve
- An understanding of the needs of pupils and the appropriate strategies to support them
- A commitment to community cohesion